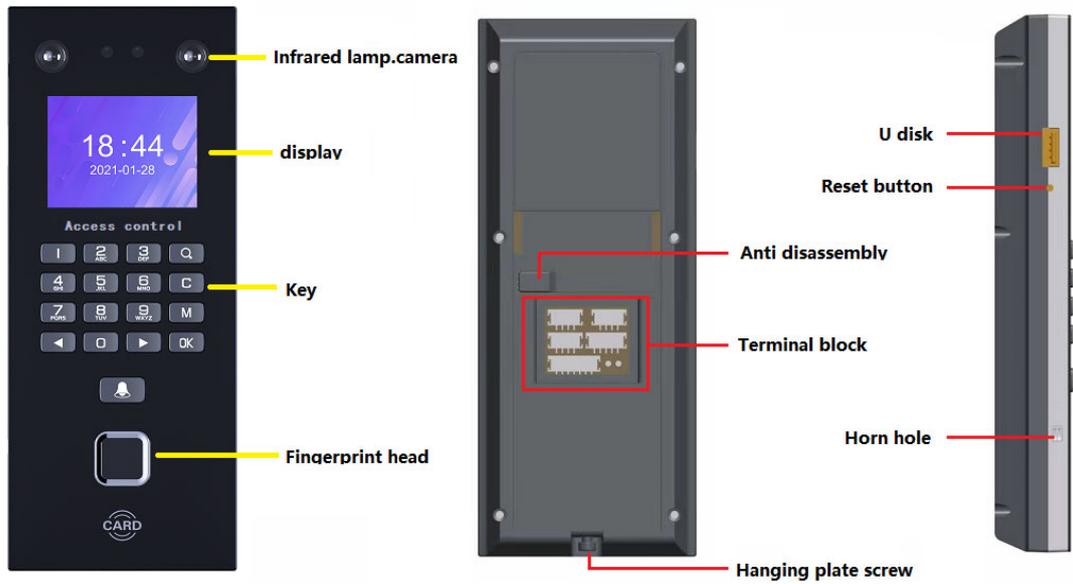


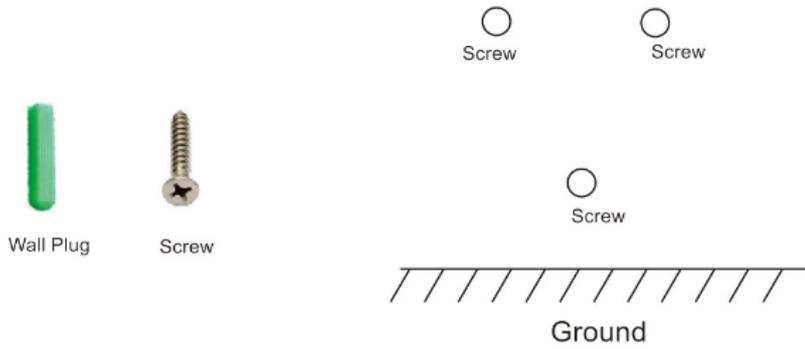
Simple instruction of face fingerprint
access control attendance machine

A Appearance Instructions

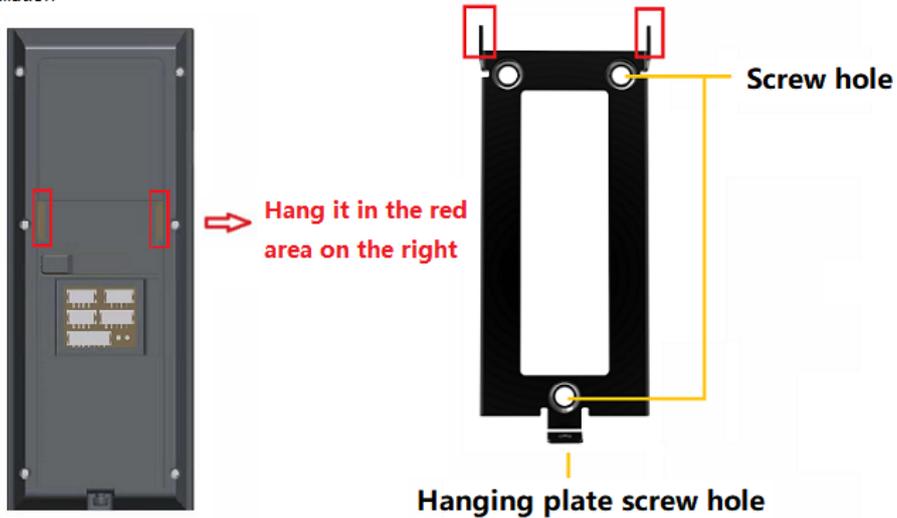


B Installation

1. In accordance with three attendances mounting holes positions on the back, set all three holes in the wall, and then drive the screws into holes and tighten. The installation height depends on the average height of the company staff



2. Hang the machine on the hanging board on the wall and tighten the bottom hanging board screw to complete the installation

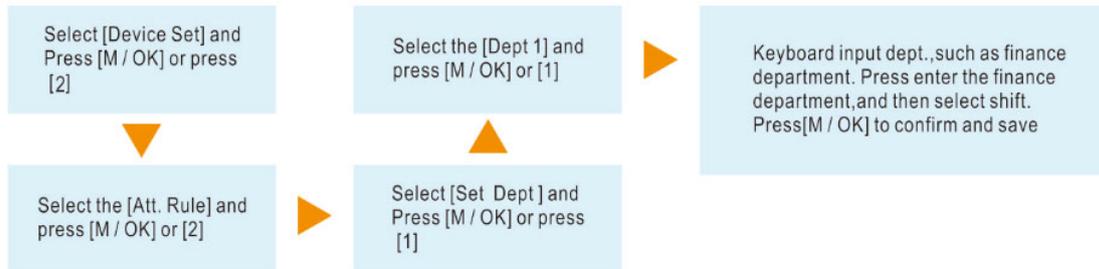


C First guide of attendance usage



1. Departments Setup

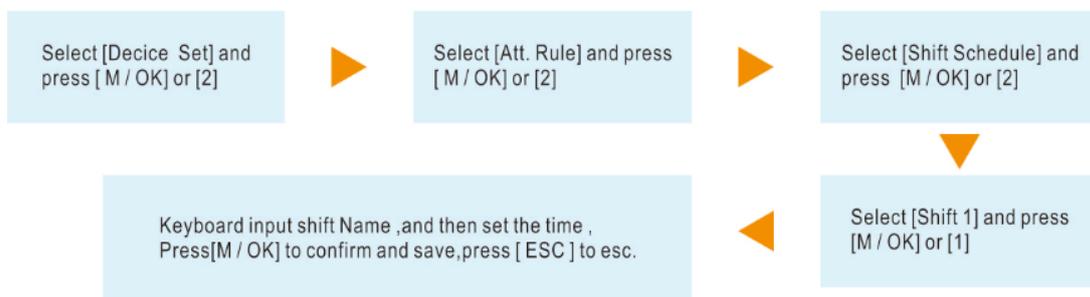
Press the keyboard [M / OK] key to enter the menu



NOTE: Press [◀] to swith the input method, if you need to continue to set other departments, press the arrow keys to select the other departments continue to modify, you can set a maximum of 16 departments.

2. Shift Setup

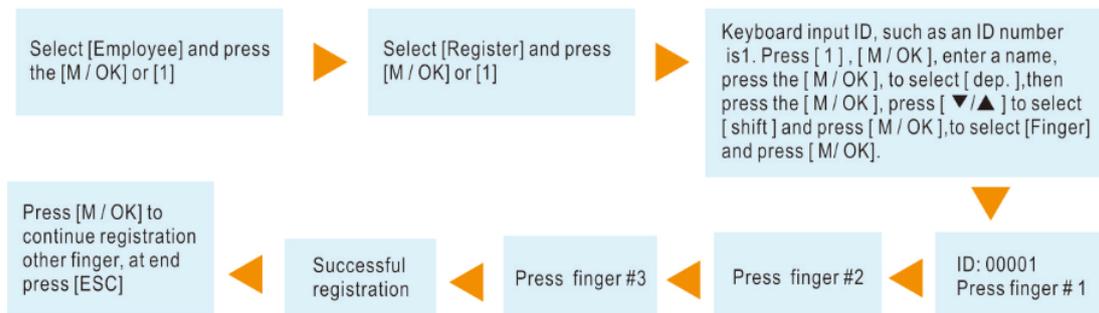
Press the keyboard "M / OK" to enter the menu



Note: If you need to continue to set other shifts, press the arrow keys to select another shift continue to modify, you can set a maximum of 24 shifts.

3. User Enrollment

Press the keyboard "M / OK" to enter the menu



Note: The same ID number can register up to 10 fingerprints. You can also choose Password, Card, Face or Palmprints registration, and the password length is set to 8 digits. Face and palmprint need to be recorded 8 times in turn.

D View attendance report

After employee clock in/clock out for a period of time, the attendance record can be viewed directly on the device, or you can also download the attendance summary statement and view on PC.

1 Attendance record inquiry directly by the device

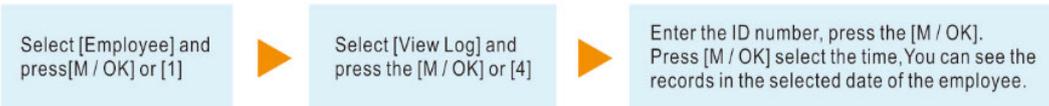
To view individual attendance record by below two ways:

Method one:

In normal display of the main screen, press the [] key before pressing the fingerprint, you can see all of this employees attendance records

Method two:

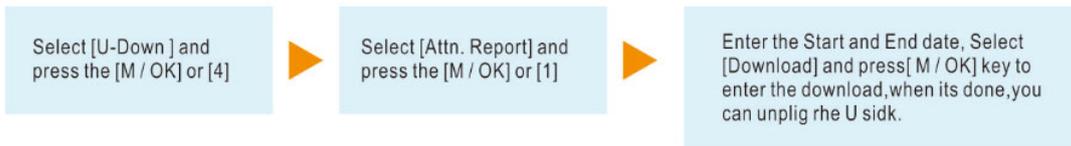
Press [M / OK] to access the menu



2 Attendance record inquiry on PC

First use U disk to download attendance reports

First insert a U disk, Press the keyboard "M / OK" to enter the menu



Insert U disk to PC and open the file, you can see a summary of attendance reports in EXCEL format. Attendance report summary includes summary table, logs and daily attendance.

1. Summary of Attendance

Summary of Attendance																					
Date: 2016/07/01 ~ 07/31																					
No	Name	Department	Length of work		Late	Early		Over time		Attend (Req/Act)	DT	AS	L	Bonus Pay			Pay Deduction			Actual Pay	Memo
			Required	Actual		T	min	T	min					Req	Sp	Req	Over	Alw	Late Early Leave		
1	Anna	Dept1	248.00	248.00						31/31			31								
2	Kitty	Dept1	248.00	248.00						31/31			31								
3	Lily	Dept1	248.00	248.00						31/31			31								
4	Lisa	Dept1	248.00	248.00						31/31			31								
5	Jack	Dept1	248.00	248.00						31/31			31								

Attendance summary table, you can count out the employee's working hours (standard / actual), late (times / min), leave early (times / min), overtime hours (Normal / Special), attendance days (standard / actual), travel (days), absence (days), leave (days) and so on

2. List of Logs

List of Logs																																
Period : 2016/07/01 ~ 07/31																																
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		
No :	NO: 1	Name : Anna									Dept : Dept1																					
8:30		8:30	8:30	8:30	8:30	8:30		8:30	8:30	8:30	8:25	8:25		8:25	8:30	8:25	8:30	8:25		8:30	8:25	8:30	8:25	8:30		8:30	8:25	8:30	8:25	8:30		
12:00		12:05	12:00	12:05	12:00	12:05		12:00	12:00	12:00	12:10	12:10		12:10	12:00	12:10	12:00	12:10		12:00	12:10	12:00	12:10	12:00		12:00	12:10	12:00	12:10	12:00		
12:55		12:55	12:55	12:55	12:55	12:55		12:55	12:55	12:55	12:55	12:55		12:55	12:55	12:55	12:55	12:55		12:55	12:55	12:55	12:55	12:55		12:55	12:55	12:55	12:55	12:55		
17:33		17:38	17:33	17:38	17:33	17:38		17:33	17:33	17:33	17:33	17:33		17:33	17:33	17:33	17:33	17:33		17:33	17:33	17:33	17:33	17:33		17:33	17:33	17:33	17:33	17:33		

Log Review: Employees can show every actual attendance time record, when it is suspected abnormal time (late, leave early) shown on the abnormal report, it can be achieved through log review to check whether they are the same

3. Attendance Report

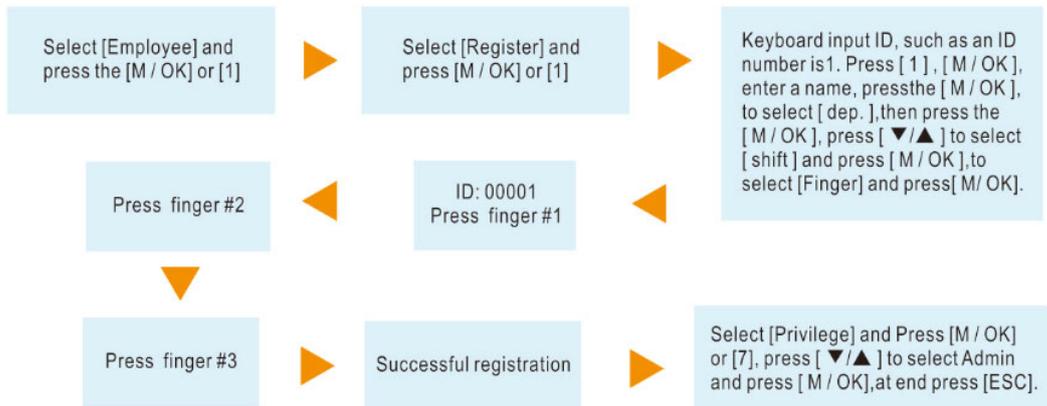
Attendance Report																			
Period : 2016/07/01 ~ 07/31																			
Department	Dept1				Name	Anna				Department	Dept1				Name	Kitty			
Date	2016/07/01 ~ 07/31				No	1				Date	2016/07/01 ~ 07/31				No	2			
AB	L	BT	I/O (dd)	Over (hh)	Late (ts)	Early Leave (min)				AB	L	BT	I/O (dd)	Over (hh)	Late (ts)	Early Leave (min)			
31	0	0	21/21	0	0	0	0	0	0	31									
1. 08:30-12:00, 13:00-17:30																			
Attendance Table																			
dd/mm	AM		PM		Over														
01 Fr	In	Out	In	Out	In	Out													
02 Sa																			
03 Su																			
04 Mo	8:29	12:05	12:55	17:33															
05 Tu	8:30	12:00	12:52	17:34															
06 We	8:20	12:02	12:59	17:30															
07 Th	8:22	12:04	12:59	17:33															

Daily attendance: The statistics of the absence (days), leave(time), work(days),overtime(hours),late(times/minutes), leave early(times/minutes), you can still see the specific AM/PM working hours and overtime clock-in/out.

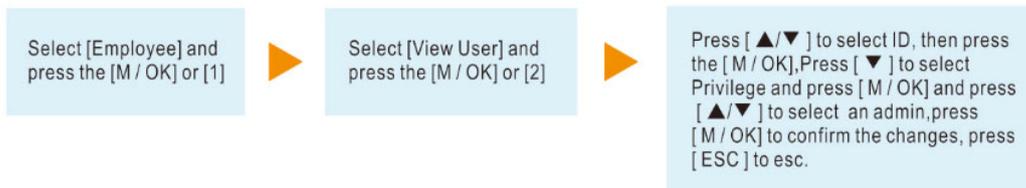
E Administrator Setting

When there is no administrator, any user can access the menu operation; after set up an administrator, you need the administrator's fingerprint authentication through before entering the menu operation. The administrator setting is as follows:

Press the keyboard [M / OK] to enter the menu



If you need to have an ordinary registered user set as an administrator, The operation are as follows:



F Communication settings

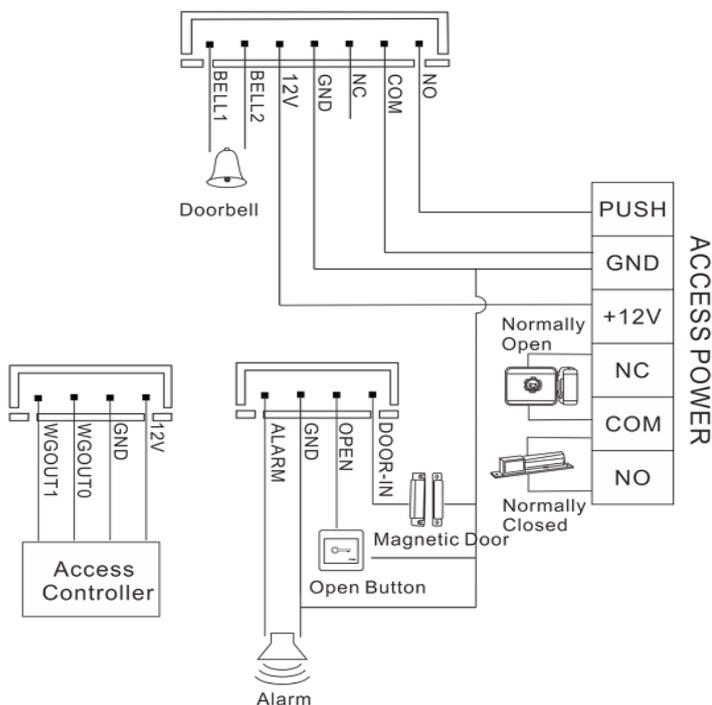
The machine has two communication modes TCP / IP and USB flash disk

(TCP / IP is the function of selecting configuration)

The TCP / IP communication settings are as follows:

- 1 Press **【M】** to enter the menu selection **【Set COMM】**.
- 2 Select **【IP address】** settings The default address is **192.168.1.224**
- 3 Select **【port number】** settings Default to **5005**.

Note:The IP of the machine and the IP of the local computer should be in the same LAN and the same network segment, And the IP address and port number of the machine need to be consistent with the IP address and port number of the device in the software before communication can be carried out



▶▶ Hardware access control wiring diagram

This wiring diagram is applicable to access control, attendance is not a reference