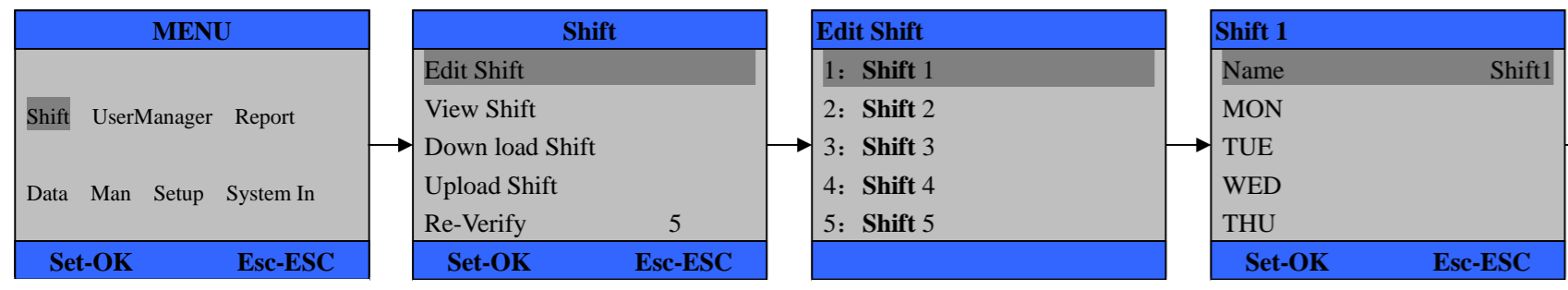


# Self-service attendance machine - Operation process

## 1. SHIFT SETUP

Press "MENU" button into the "MENU"



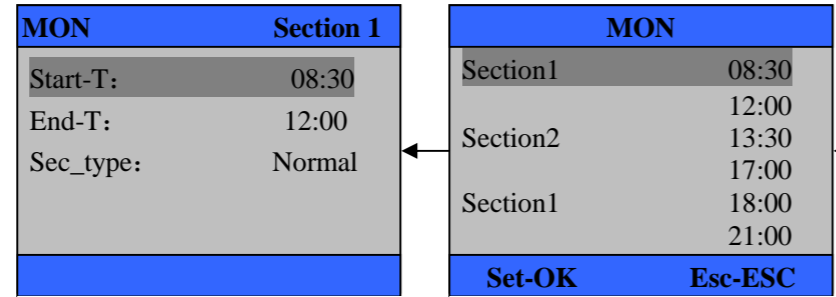
select "Shift", press "OK"

select "Edit Shift", press "OK"

select "Shift 1", press "OK"

In each shift, we can choose from "Mon" to "Sun" for input of 3 sets of time zone.

Each of the SHIFT, there is a **【Cross Time】**, used for setting across in the night to new day, **【Cross Time】** must be set to later than the last time attendance time, but earlier than the first check time on work day.

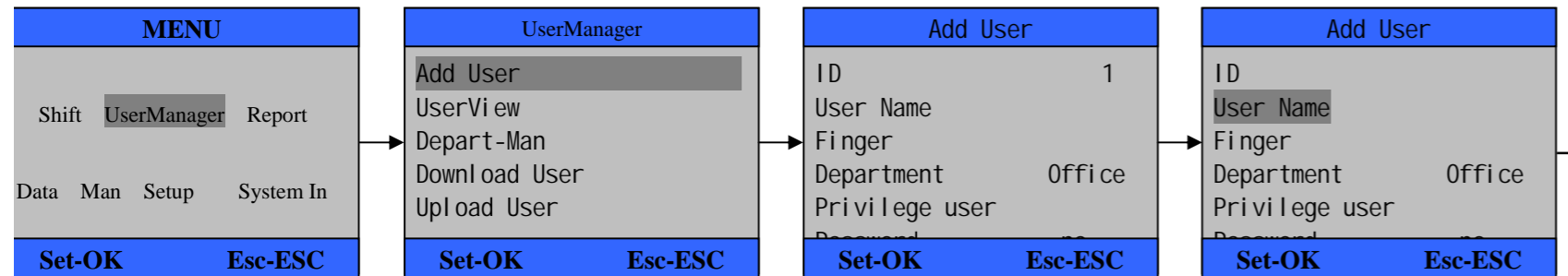


Enter "section 1", set "start time", "end time", "time type"

Every day has 3 sections of time. Press key "▲" "▼" to choose the section for changing. Press "OK" after finished.

## 2. ADD USER

Press "MENU" button to access the menu

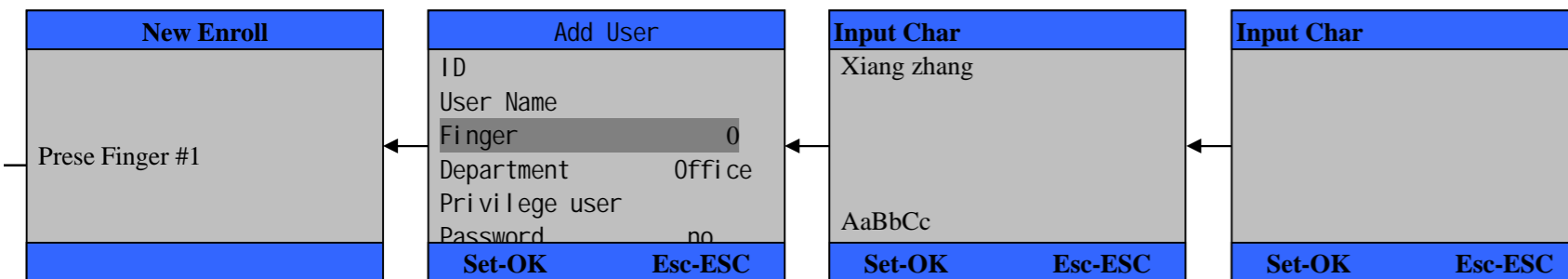


select "UserManager", press "OK"

select "Add User", press "OK"

The last unused ID is displayed as default ID.

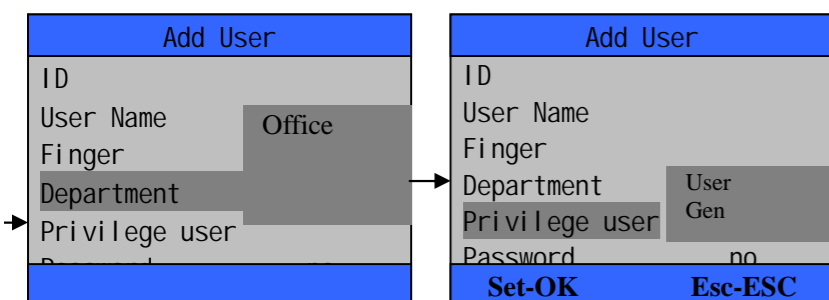
Select "User Name" and input user name



Punch finger for 2 times. if success, there is a message indicating ok and the screen will be returned to upper menu.

Select "Finger"

Press a number to represent the letter and press "ok". Then, select each letter by the keypad of number.

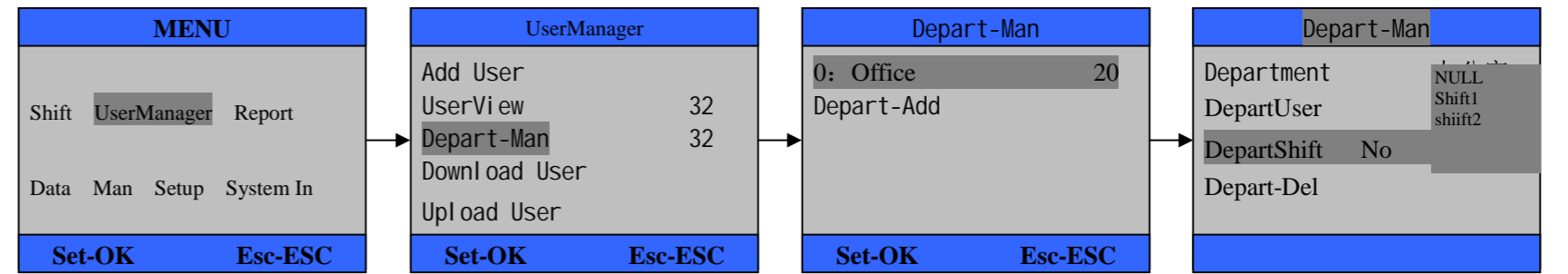


select "Department"

select "Privilege User"

## 3. SHIFT DEPARTMENT

Assign a shift to the whole department



select "UserManager", press "OK"

select "Depart-Man", press "OK"

press "▲" "▼" to select Department

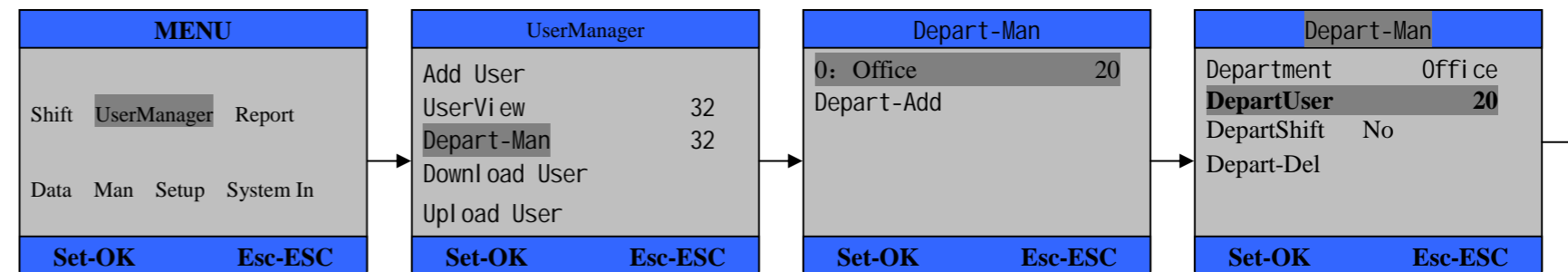
select "DepartShift" and then select shift.

## 4. SET MANAGER

We can set a user privilege to "Gen Manager" during the addition of user.

Also, we can do it in "UserView" or "Depart-Man".

Press "MENU" button to access the menu.

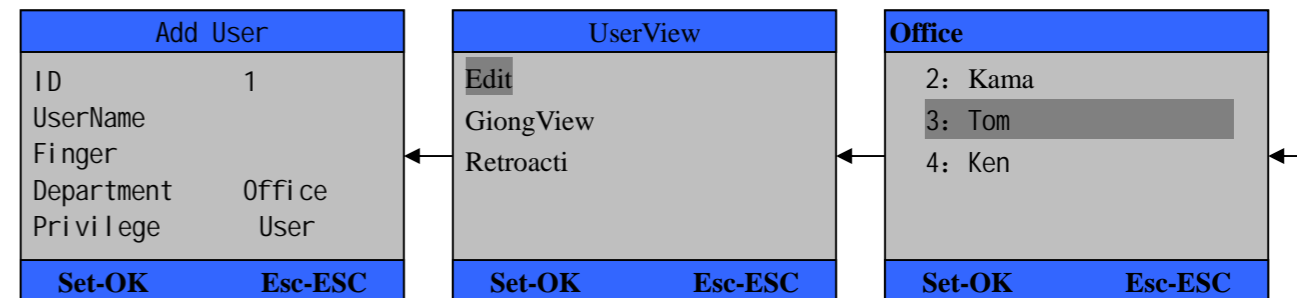


Select "UserManager", press "OK"

select "Depart-Man", press "OK"

select to modify user department, press "OK"

Select DepartUser, press "OK"



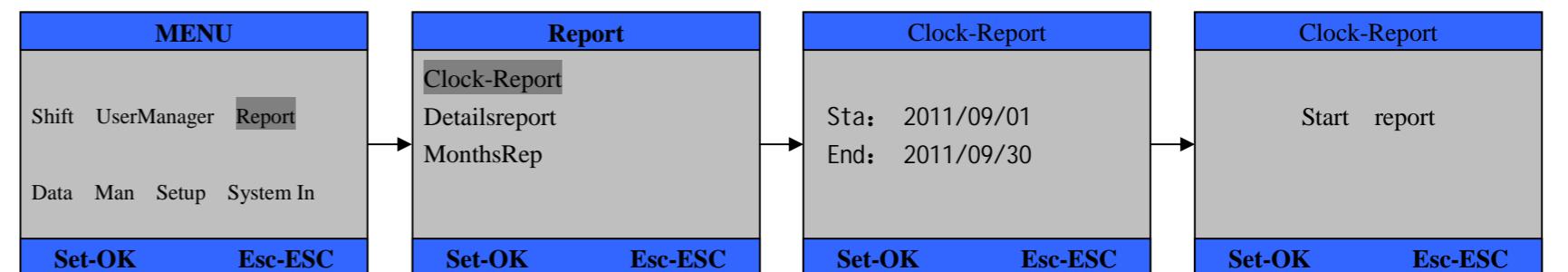
press "▲" "▼" to "Privilege", select "Gen Manager"

press "EDIT"

"▲" "▼" select user

## 5. REPORT

Insert USB disk into the USB socket of the fingerprint machine. Press "MENU" button to access the menu.



select "Report", press "OK"

Choose type of report and press "OK"

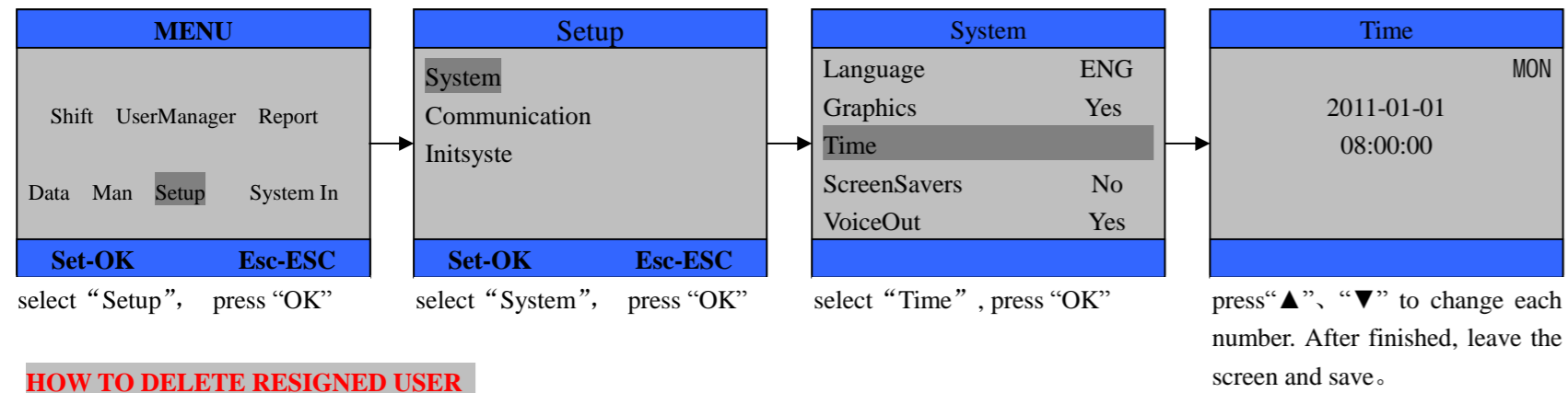
Input the start time and end time

Press "OK" to start downloading the report to the USB disk

## Self-service attendance machine - Function declaration

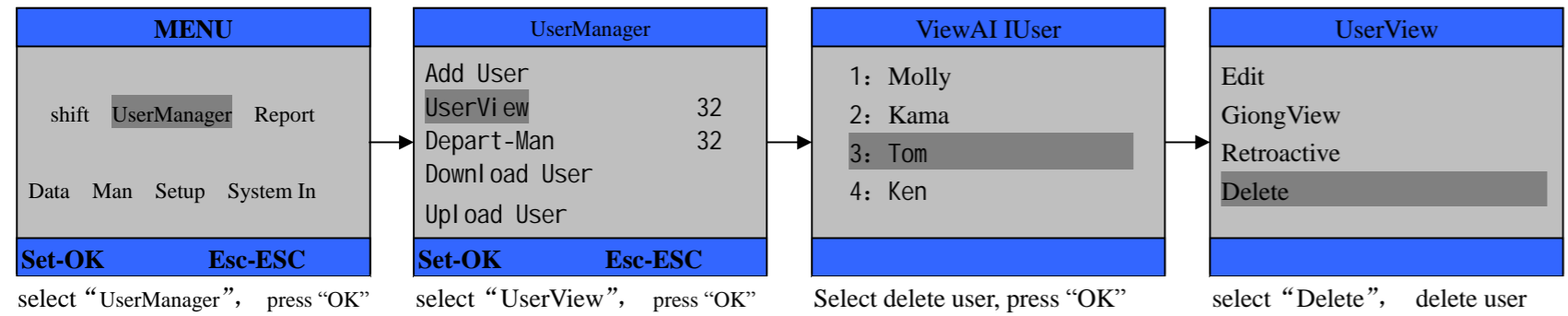
### HOW TO CHANGE THE DATE AND TIME

Press "MENU" button to access the menu.



### HOW TO DELETE RESIGNED USER

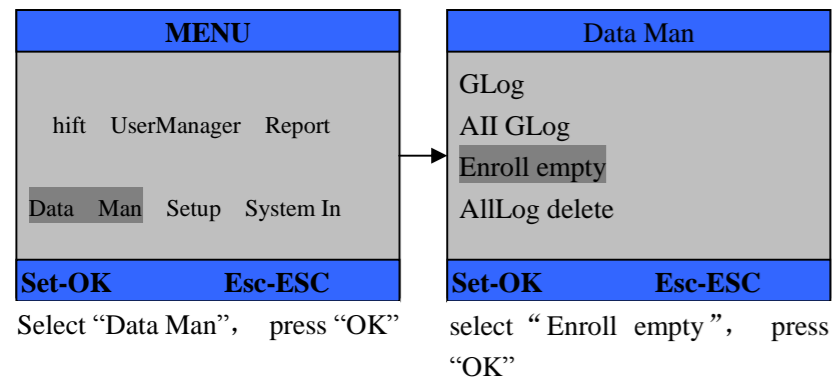
Press "MENU" button into the "MENU"



**Note: For resigned employees, don't use their register ID immediately**

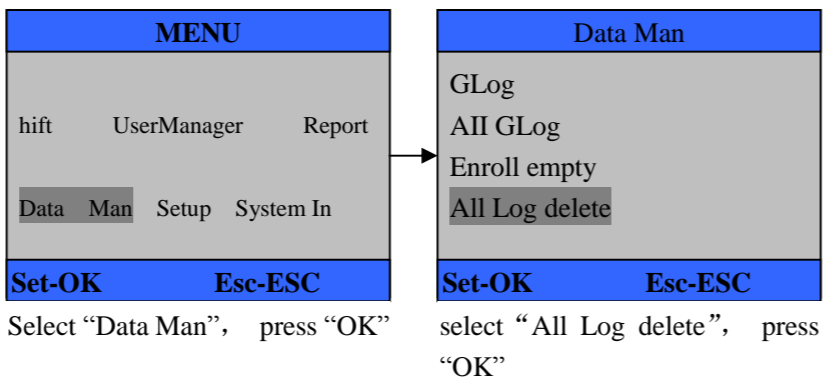
### HOW TO DELETE ALL USERS

Press "MENU" button to access the menu



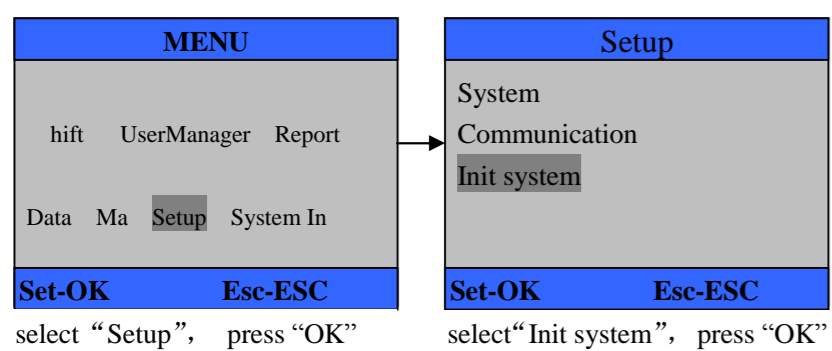
### HOW TO DELETE ALL ATTENDANCE RECORDS

Press "MENU" button to access the menu



### HOW TO INIT SYSTEM

Press "MENU" button to access the menu



### 【SHIFT】IMPORT、EXPORT

This product allows you to export the shift table to excel file by means of usb disk. You can edit the excel file(shift time, section type) in computer and then import back to the self-service machine.

Tips: The red part can be edited. Shift name (10 English characters); type (0 = normal attendance; 1 = overtime)

No:	Name:	Shift1			Section2			Section3			Cross-Time:
		IN	OUT	Type	IN	OUT	Type	IN	OUT	Type	
MON		08:30	12:00	0	13:00	17:00	0	18:00	21:00	1	00:00
TUE		08:30	12:00	0	13:00	17:00	0	18:00	21:00	1	
WED		08:30	12:00	0	13:00	17:00	0	18:00	21:00	1	
THU		08:30	12:00	0	13:00	17:00	0	18:00	21:00	1	
FRI		08:30	12:00	0	13:00	17:00	0	18:00	21:00	1	
SAT		08:30	12:00	0							

### 【STAFF INFORMATION】IMPORT、EXPORT

This product supports exporting Staff information to EXCEL file by USB disk. Another file AFP\_001.DAT stores fingerprint information;

Edit staff information in excel file in a computer and then import it back to the self-service machine.

STAFF INFORMATION							
Tips: 1. Enroll ID - maximum of 8 digits (required); 2. Name - maximum of 16 characters (required); 3. department name - maximum of 10 characters, up to 16 departments (optional); 4. Shift - 1 to 5. If no Shift, enter "0" or left blank; 6. Admin - 0=common user (or blank), 1=Manager; 6. FP - only for output, do not fill; 7. Password - maximum of 8 digits(optional); 8. Card No. - maximum of 10 digits (optional).							
NO	Name	Dep	Shift	Adimn	FP	PWD	Card
1	TOM	office	1	0	1	1234	
2	JACK	offic	1	0	1		
3	KEN	Finance	1	1	2		