Popular Color-Screen Series User Manual

Version: 2.1
Date: Nov. 2011

About This Guide

This manual introduces the interface and menu operations of the Popular Color-Screen Series Fingerprint Recognition Terminals (Popular Color-Screen FRTs).

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About this manual

All features are subject to the actual product. We can neither promise that the information consistent with the actual product because of the constantly updated of product, nor assume any dispute resulting from the actual technical parameters does not match this information, any change without prior notice.
The ★ marked feature of the manual that not all equipment available. Please subject to the actual product.
Captions in this document may does not match the picture of the product, Please subject to the actual product.

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Chapter 1 Instruction for Use

1.1 Recommended Operation Steps

Step 1. Install the attendance machine and power it on.

Step 2. Insert a USB disk or an SD card into the attendance machine. Display the main interface and choose **Report** to download a setting report to the USB disk or SD card. Insert the USB disk or SD card into your PC. Open the shift arrangement table to set desired shifts, time for automated status switches, and alarms. Open the schedule setting report to enter employee information (ID, name, and department) and shifts.

Note: Fingerprints, passwords, and privileges must be enrolled on the attendance machine.

Step 3. Insert a USB disk or an SD card into the attendance machine. Display the main interface and choose **Report** to upload the setting report.

Step 4. Display the main interface and choose **Usr Mgt.** to enroll employee fingerprints and passwords (for proper registration).

Step 5. Verify that the fingerprints and passwords enrolled are available.

Step 6. Make sure the time on the attendance machine is accurate before you start attendance recording.

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Step 7. At the end of each month, choose **Report** to download a standard report using a USB disk or an SD card. Save the report and collect relevant statistical information on your PC.

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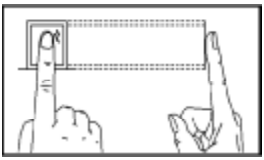
1.2 Finger Placement

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:

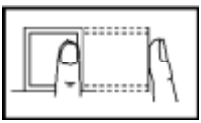


The finger is flat to the surface and centered in fingered guide.

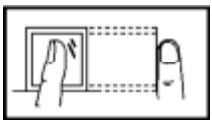
2) Improper finger placement:

Not flat to the surface

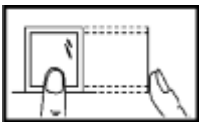
Off-center



Slanting



Off-center



Please enroll and verify your fingerprint by using the proper finger placement mode to avoid degradation of verification performance due to improper operations.

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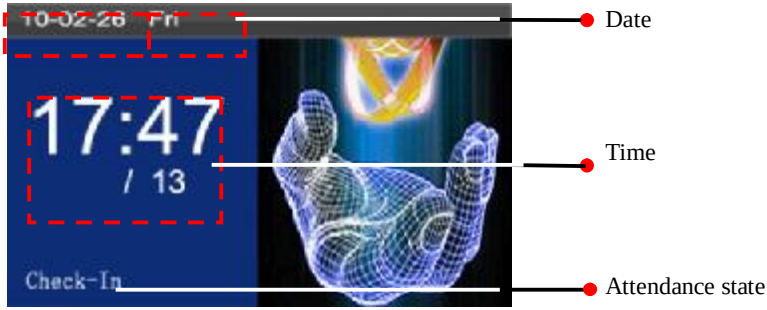
1.3 Main Interface

The main interface is as shown below:



Attendance state: Display current attendance status. You can change the attendance status and display the status in relation to the status key on the screen by pressing **Status key**.

Date and Time: Display current date and time. You can change the date and time by choosing **Clock** > **Date/Time**.

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1.4 Attendance Verification Mode

On the initial interface, employees can record their attendance through fingerprint and password verification. Attendance records will be stored on the attendance machine upon successful verification.

- Fingerprint verification

(1) 1: N fingerprint matching

In the 1:N fingerprint matching mode, the device compares the current fingerprint collected through the fingerprint collector with all the fingerprints stored in the device.

Step 1: Press your finger on the fingerprint collector in a proper way.

Step 2: When the system generates a voice announcement “Thank you!” the verification is complete.

When the system generates a voice announcement “Press FP again!” go back to step 1 and repeat everything over again.

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(2) 1:1 fingerprint matching (ID + fingerprint)

In the 1:1 fingerprint matching 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.

Step 1: Enter a user ID through keyboard on the initial interface.

Step 2: Press your finger on the fingerprint collector in a proper way.

Step 3: When the system generates a voice announcement “Thank you!” the verification is complete.

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When the system generates a voice announcement “Press FP again!” place the same finger on the fingerprint collector again.

Employee can try another 2 times by default. The repeated times can be set in 4.1 System Setting option. If it fails after 2 times, return Step 1 for second operation.

Ⅰ Password verification

Step 1: Enter a user ID through keyboard on the initial interface and press **M/OK.**.

Step 2: If you enter an ID that is not enrolled into the system, the system will generate a voice announcement “Wrong ID” and return to the initial interface.

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Step 3: Enter a password on the **PWD** interface.

Step 4: When the system displays the prompt “Thank you!” the verification is complete.

When the system displays the prompt “Incorrect password”, re-enter a password.

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Employee can try another 2 times by default. The repeated times can be set in 4.1 System Setting option. If it fails after 2 times, return Step 1 for second operation.

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1.5 Main Menu

Press **M/OK** on the initial interface to access the main menu, as shown below:

Add user: This menu item allows you to add the information of new users, including their work IDs, name, fingerprints, passwords and rights.

User Mgt.: This menu item allows you to browse user information, including their work IDs, names, fingerprints, passwords and rights; add, edit or delete the basic information of users; query user records.

System: This menu item allows you to set system-related parameters, including the basic parameters and voice, fingerprint and attendance parameters, to enable the terminal to meet user requirements to the greatest extent in terms of functions and display.

Report: Download card reports and attendance reports to a USB disk. Reports stored on the USB disk can be viewed on your PC.

Data Mgt.: Delete attendance data and all employee data.

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Restore the attendance machine to factory settings and initiate a firmware update.

Datastore: 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.

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

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

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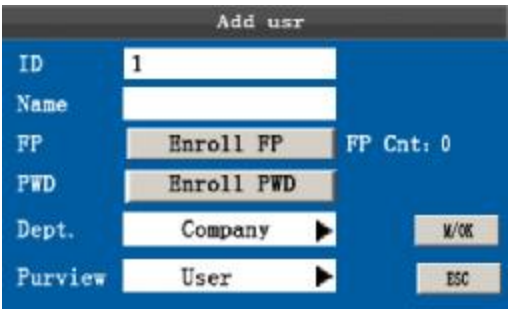
Chapter 2 Add a User

Enroll the fingerprints and passwords of the employees to the popular color-screen FRT.

Press **M/OK** or **1** to display the **Add user** interface as shown below:



ID: indicates the attendance ID of an employee.

FP: indicates the enrolled fingerprint of an employee. Each employee is allowed to enroll 10 fingerprints at most.

Employees with fingerprints enrolled can use their fingerprints for attendance recording.

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PWD: indicates the enrolled password of an employee. A password may consist of one to eight characters.

Employees with passwords enrolled can use their passwords for attendance recording.

Purview: indicates the rights assigned for users to execute menu items. Ordinary users are only allowed to mark their attendance by using their enrolled fingerprints or passwords. Administrators are allowed to execute all menu items in addition to marking their attendance like ordinary users.

K Tip: The menu items are accessible to all users in the absence of an administrator. After an administrator is set, to access menu items, a user needs to verify his/her identity as an administrator.

2.1 Enter a User ID

1) The user ID is an ID assigned by the popular color-screen FRT by default.

2) Press ◀ to delete the user ID assigned by the system by default. You can enter user ID by using the keypad. To delete a character, press ◀.

K Tip: The spare user ID **8888** is not recommended.

2.2 Input name

Use T9 input to input employee's name. Please see appendix T9 input.

2.3 Enroll a Fingerprint

Press M/.OK or ▲/▼ to select "enroll fingerprint", then press OK to start fingerprint.

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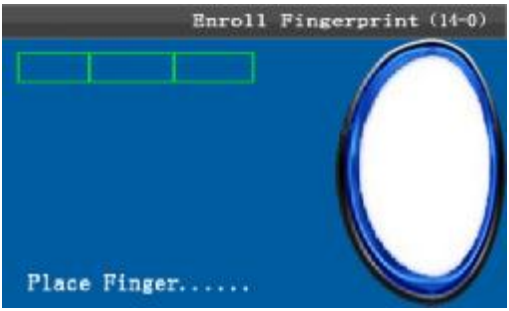

Press finger according to device's prompt. Press the finger three times in the proper way.

If one fingerprint is enrolled successfully, press **OK** to continue another finger, then press **menu** and **ESC** to return the last interface.

2.4 Enroll password

Press ▲/▼ to select "enroll password" and press **M/OK** to enroll password.

Input password (1～8) according to device's prompt, and press **M/OK** to verify it. Then press **M/OK** save it or press **ESC** to exit without saving it.

After saving, display will be on the device, which means the password has been set.

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2.5 Select department★

Press ▲/▼ to select department and press **M/OK** to verify it.

@Note: You can set departments for SSR-capable attendance machines only. Perform department management before you set a department for employees. For details, see section 4.3 "Department Settings".

2.6 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 ▲/▼ to move the cursor to the **Privileges** entry box, and then press **OK** to display the privilege setting interface. Press ◀/▶ to select privileges, and then press **OK** to confirm your selection.

Save and Exit User Enrollment

After making sure the enrollment information is correct, save it in the following two ways:

1) Press **OK (M/<-)** or ▲/▼ to move the cursor to the **OK** (M/↵) button and then press **M/OK** to display a prompt "Saving succeeded! Are you sure you want to continue input?". Press **M/OK** to continue or press **ESC** to exit.

2) Press **ESC** or ▲/▼ to move the cursor to the **ESC** button,

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and then press **M/OK**. The system displays a prompt “The data has been changed. Are you sure you want to save?”. Press **M/OK** to save the data and go back to the previous menu. Or press **ESC** to go back to the previous menu without saving the data.

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Chapter 3 User Management

The basic information stored on the popular color-screen FRT includes the user ID, name, fingerprint, password and management privileges. Generally the user information stored on the popular color-screen FRT needs to be modified in the wake of the personnel changes in a company. To facilitate modification of user information, our popular color-screen FRT allows users to add, delete, query and modify user information conveniently.

Press **M/OK** on the initial interface to access the main menu as shown below:

Press ◀/▶ to select **User Mgt.** or press **2** to display the **User Mgt.** interface.

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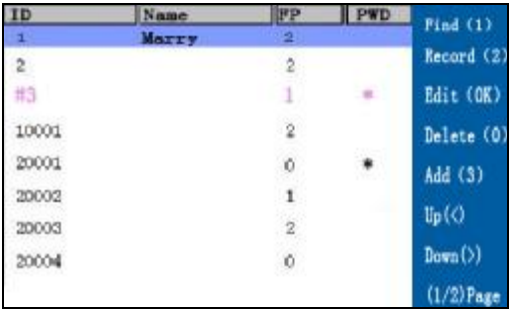
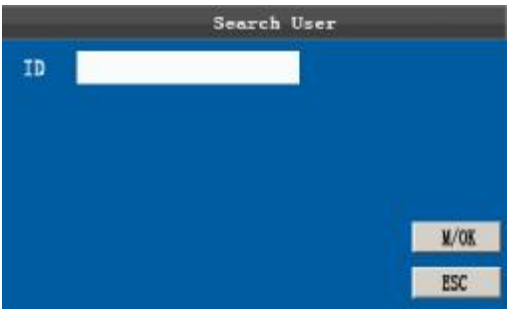


J Note: 1) "#" as shown in the figure above means the user is an administrator, and "*" means the user has already enrolled a password.

3.1 Search a User

To facilitate administrators to locate a user quickly from a large number of enrolled users, the popular color-screen FRT enables administrators to search a user by his/her "User ID".

On the User Mgt. interface, press 1 to display the **Search User** interface as shown below:



Enter the user ID of the employee to be searched, and press **M/OK** to start search. The system automatically locates the blur

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cursor to the target employee upon successful search. If there is no such an employee, the system will prompt “No enrollment data!”.

3.2 Query a Record

Apart from querying the employee enrollment information (including fingerprints and passwords), an administrator can also query the attendance records of all employees in current month.

On the **User Mgt.**interface, press 2 to display the **Record** interface as shown below. On the **Record** interface, you can view the attendance records of the target employee in current month.

Press ▲/▼ to scroll the attendance record row by row.

Press ◀/▶ to scroll the attendance record page by page.

Press **M/OK** to query detailed information of an employee:

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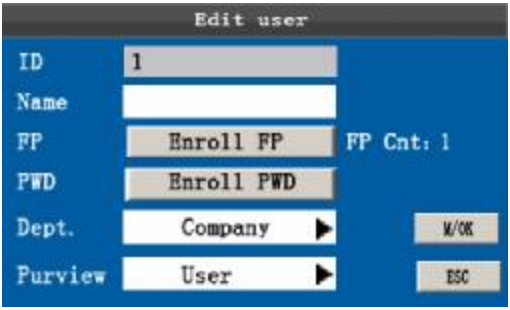
To return to the User Mgt. interface, press **ESC**.

3.3 Edit a User

To modify the existing user information stored on the popular color-screen FRT, for example, enrolling a new fingerprint or password to replace the previous fingerprint or password, you can use the **Add user** function.

Press ▲/▼ on the **User Mgt.** interface or use the search function to locate the employee to be edited, and press **M/OK** to display the **Add user** interface where the enrolled information is displayed.



The User ID cannot be modified, and the other operations are similar to those performed to add a user. To enroll a new

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fingerprint, press **Enroll FP**; to enroll a password or modify an existing password, press **Enroll PWD**; you can also modify user privileges.

Save edited information/Exit the Add user interface:

1) Press ▲/▼ to move the cursor to the **M/OK** button and press it to save the edited information and return to the **User Mgt.** interface.

2) Press **ESC** or press ▲/▼ to move the cursor to the **ESC** button and then press **M/OK** to display a prompt "The data has changed. Are you sure to save it?". Press **M/OK** to save the data and return to the previous menu, or press **ESC** to return to the previous menu without saving the data.

3.4 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 ▲/▼ on the **User Mgt.** interface or use the search function to locate the employee to be edited, and press **0**. The system will display the following prompt:

Press **M/OK** to delete all information of this employee or **ESC** to return to the **User Mgt.** interface without deleting.

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J 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.

3.5 Add a User

The **Add user** option is used to facilitate administrators to add users. For details, see 2 Add a User.

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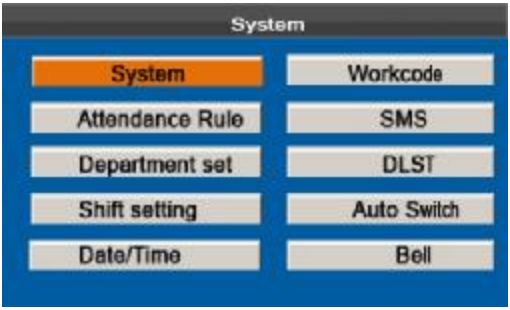
Chapter 4 System Setting

Press **M/OK** on the initial interface to access the main menu:

Choose **System** from the main menu and press **OK** to display the **System** interface.



System: Set system parameters and attendance parameters to best meet user requirements in terms of functionality, display, and attendance.

Attendance Rule: Set employee attendance rules, including the rules on timesheet exceptions such as late arrival and early departure.

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Department set: Browse department information. Add, edit, or delete department IDs or names.

Shift setting: Query and edit 24 shifts supported by the attendance machine by default.

Data/Time: Set the correct date and time of the attendance machine in order to ensure the accuracy of attendance time.

Workcode: Add, edit, and delete work codes.

SMS: Add, edit, view, and delete SMS messages.

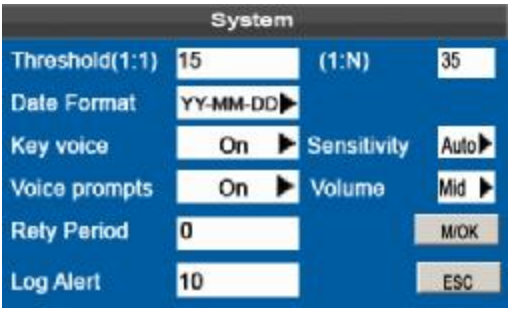
DLST: Set the start and end time of the daylight saving time (DLST).

Auto Switch: Automatically change the attendance status at a specified time. Current attendance status is displayed on the initial interface.

Bell: Set a scheduled ring time and duration.

4.1 System Setting

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



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.

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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.

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**.

Voice prompts: Set whether to generate a voice prompt in

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response to every operation by pressing ►.

Volume: This option is used to adjust the volume of sound. Select a desired volume 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.)

Operation Description

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 and return to the previous interface. Press **ESC** to cancel your settings and return to the previous interface.

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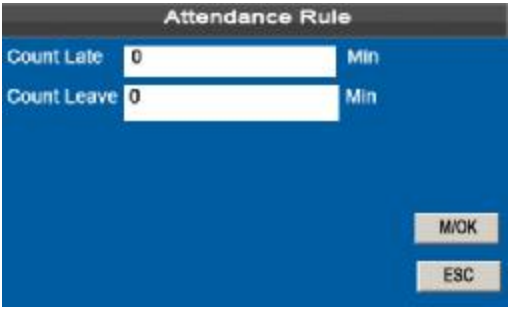
4.2 Attendance Rules★



Count Late: Check-in beyond this time range is deemed a late arrival. Default: 5 minutes.

Count Leave: Check-out before this time range is deemed an early departure. Default: 5 minutes.

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

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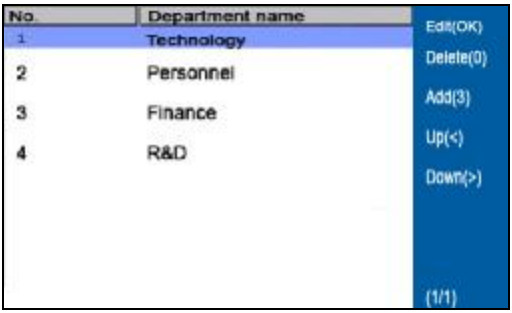
4.3 Department Settings★

Establish an organizational architecture.

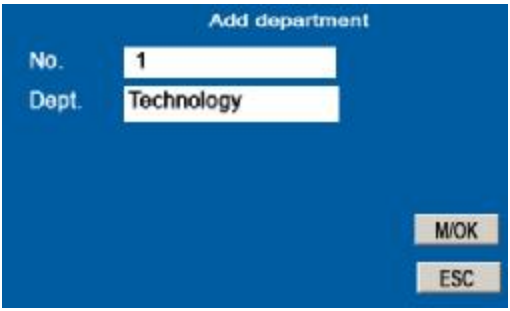
Choose **system** from the main menu, choose **Department Set**, and then press **OK** to display the **Department set** interface.



Press ◄/► to navigate through pages when the list of departments exceeds one page.

1. Add a department

   Press 3 on the numeric keypad to display the **Add department** interface:



   No.: The attendance machine automatically assigns work IDs for employees that start from 1 and increase sequentially.

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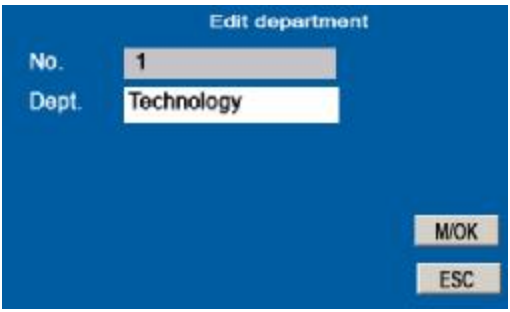
Dept.: Enter the department name using the T9 input method. (For detailed operations, see Appendix T9 Input Method.)

2. Edit a department

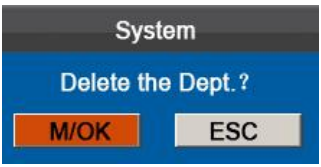
Press ▲/▼ to choose the desired department from the list and then press **OK** to display **Edit department** interface.



As shown in the preceding figure, press ▲/▼ to choose corresponding department attributes to edit department numbers and department names.

3. Delete a department

Press ▲/▼ to choose the desired department from the list and then press **0** on the numeric keypad. The system displays a prompt "Delete the Dept.?"



Press **M/OK** to delete. Press **ESC** to exit.

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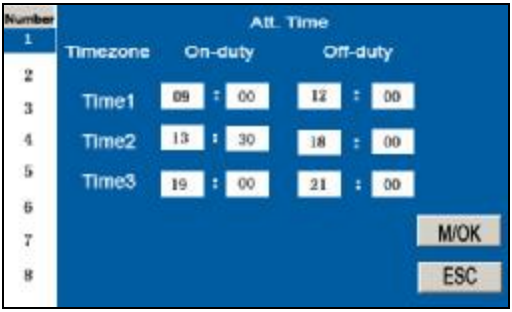
@Note: Only certain types of SSR-capable attendance machines allow you to set the departments.

4.4 Shift Settings★

Choose **Shift setting** from the main menu and press **OK** to display the **Att. Time** interface:



The attendance machine offers 24 available shifts by default. Through the shift setting function, you can set shifts for employees. Press ▲/▼ to choose a shift from the list, and press ► to display the **Att. Time** interface:

Morning start and end time: Set the on-duty and off-duty time at current shift in the morning.

Afternoon start and end time: Set the on-duty and off-duty time at current shift in the afternoon.

Overtime start and end time: Set the on-duty and off-duty time at current shift of overtime work.

Press ▲/▼ to choose corresponding shift attributes. Enter the time using the numeric keypad.

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@Note: Only certain types of SSR-capable attendance machines allow you to set the shifts.

4.5 Date & Time

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

Operation

Press ▲/▼ to switch among several entry boxes. Enter the desired value by using the keypad. If you enter a time value in the wrong format, the system will display a prompt “Wrong time!” and you need to re-enter a correct value. After finishing the settings, you can press **M/OK** to save your settings and return to the previous interface, or press **ESC** to cancel your settings and return to the previous interface.

4.6 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

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data, the device has provided a parameter to mark which attendance record belongs to which work type.

Operation:

Press ◄/► to navigate through pages when the list of shifts exceeds one page.

1、add work code

On the **Add WorkCode** interface, press 3 on the numeric keypad to display the **Add department** interface:

No.: Enter number using the numeric keypad. (1-8 digits)

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

1. Edit a work code

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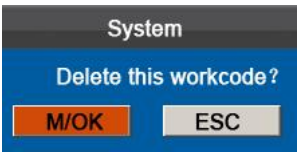
Press ▲/▼ to choose **the** desired work code from the list and then press **OK** to display the **Edit WorkCode** interface.

The number cannot **be** modified. You can modify the work code names only.

2. Delete a work code

Press ▲/▼ to **choose** the desired work code from the list and then press **0** on the numeric keypad. The system displays a prompt "Delete this workcode?**"**



Press **M/OK** to **delete**. Press **ESC** to exit.

3. Use a work code

Display the work code selection interface upon successful verification on the initial interface.

You can enter a work code directly or press ▲/▼ to choose one from the list, and then press **M/OK** to save your settings and go

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back to the main interface.

@Note: Only certain types of attendance machines support the work code function.

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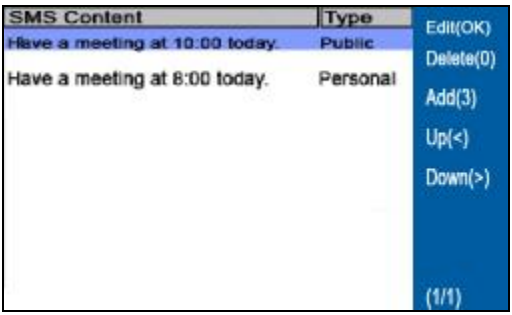
4.7 SMS Setting★

SMS messages are similar to bulletins and notices. Operators can edit SMS messages beforehand and set them to show up on the screen within a specified time. SMS messages are divided into public and personal messages. If SMS messages are set to **Public**, will show up on the upper right of the initial interface and you can press **OK** (by default) to view the SMS messages. If SMS messages are set to **Personal**, employees who received the SMS messages can view the SMS messages after they successfully check in.

Operation description



1. Add an SMS message

On the **SMS Setting** interface, press 3 on the numeric keypad to enter the **Add a SMS** interface.

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Start: indicates the time that an SMS message becomes valid.

Valid: indicates that the SMS message shows up within the valid duration only.

Type: **Personal**: indicates that the SMS message is for assigned persons only.

Public: indicates that the SMS message is for everyone.

Reserved: indicates that the reserved SMS message is neither set to **Personal** nor **Public**.

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.

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

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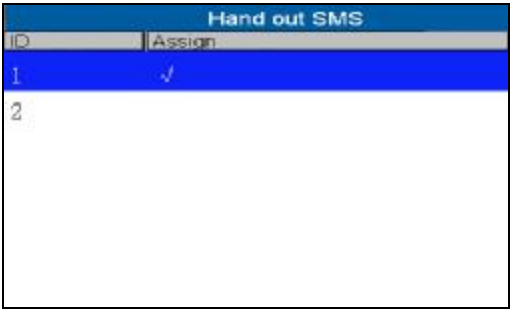

Press ▲/▼ to locate a desired employee row by row.

Press **OK** to choose the employee to whom the SMS message is assigned.

Press **ESC** to go back to the **Add a SMS** interface, and then click **OK** to save and exit.

J Note: An SMS message can be assigned to several employees, but an employee can be assigned one message only.

2. Edit an SMS message

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

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

3. Delete an SMS message

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

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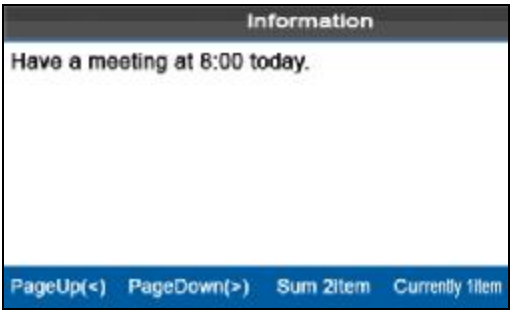
4. View an SMS message

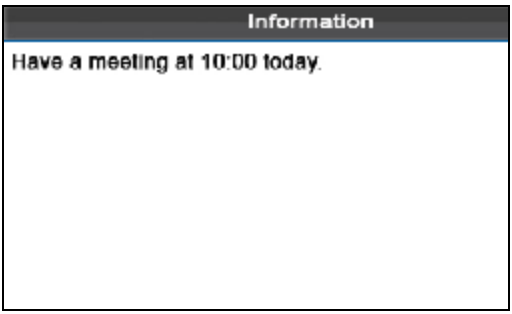
1) View public SMS messages

When is shown on the initial interface, press **M/OK** to view the currently-valid public messages.



2) View personal SMS messages

After a user is successfully verified, the user's personal messages will show up on the screen.



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

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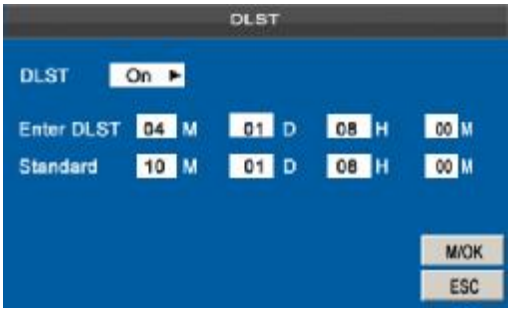
@Note: Only certain types of attendance machines support the SMS function.

4.8 Daylight Saving Time (DLST) 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 DLST. 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 DLST regulations vary with countries.

To meet the DLST requirement, the FRT supports the DLST function to adjust forward one hour at ×× (Hour): ×× (Minute) ×× (Day) ×× (Month) and backward one hour at ×× (Hour): ×× (Minute) ×× (Day) ×× (Month).

Operation description



1) Set the **DLST** option to **ON**.

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2) Enter the start and end time of DLST.

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)

3) Press **M/OK** to save your settings, or press **ESC** to exit without saving your settings.

@ Note: 1. The end time of DLST cannot be set to next year. More specifically, the end time must be later than the start time in the same year.

2. Only certain types of attendance machines support the DLST function.

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4.9 Timing State Switching Setting★

State switching: The attendance machine in use records different attendance statuses within different periods. There are four state keys on the keypad for all machine models to set the current attendance state. The attendance state is switched manually. You need to press one of the keys to enable the corresponding state. To reduce manual operations, a timing state switching option is added to the machine menu.

Definition of timing state switching

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. The machine supports at most 24 timing state switches.

Operation description

The attendance machine provides two timing state setting methods: 1) setting on the automatic state switching editing interface of the attendance machine; or 2) setting through reports on the PC and uploading the settings to the machine (see Chapter 5 “Report Management”) .The following describes how to switch the timing state on the attendance machine.

No.	Switch time	Switch name	State
1	07: 00	Check-In	√
2	18: 00	Check-Out	√
3	19: 00	OT-In	√
4	22: 00	OT-Out	√
5			
6			
7			
8			

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Press ▲/▼ to choose a switch name and press **OK** to enter the **Edit Auto Switch** interface.

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 and go back to the previous interface. Press **ESC** to cancel the setting and go back to the previous interface.

@Note: Only certain types of attendance machines support the timing state switching function.

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4.10 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, ZKSoftware integrates 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.

Operation Description:

Two methods are provided for bell settings, including setting on the **Bell Edit 1** interface and setting in a report on a PC. (See Chapter 5 “Report Management”) The following describes how to set an alarm tone on the attendance machine.

Bell	Time	Ring	State
Bell1	07: 00	bell01.wav	√
Bell2	18: 00	bell02.wav	√
Bell3	19: 00	bell03.wav	√
Bell4	22: 00	bell01.wav	√
Bell5		bell01.wav	
Bell6		bell01.wav	
Bell7		bell01.wav	
Bell8		bell01.wav	

Press ▲/▼ to view the bell settings row by row.

Press ◄/► to view the bell settings page by page.

Press **M/OK** to choose a desired bell and display the **Bell Edit 1** interface.

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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.

Press ▲/▼ to switch among different entry boxes. Enter the time and times using the numeric keypad. Press ◄/► to choose a ring tone or a status in the combo box.

After the settings, press **M/OK** to save your settings and go back to the previous interface, or press **ESC** to cancel your settings and go back to the previous interface.

Note: Only certain types of attendance machines support the bell function.

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Chapter 5 Report Management★

Before using an SSR-capable attendance machine, download a setting report from the attendance machine using a USB disk or an SD card and upload it to a PC. Set the shift arrangement report on the PC and upload the setting report to the attendance machine.

Download a standard report to collect statistical attendance information at the end of a month.

Choose **Report** from the main menu. Press **OK** to display the **Report** interface.

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5.1 Download Standard Reports

The schedule information report, statistical report of attendance, card report, and attendance report on specified dates are displayed in the following exported reports.

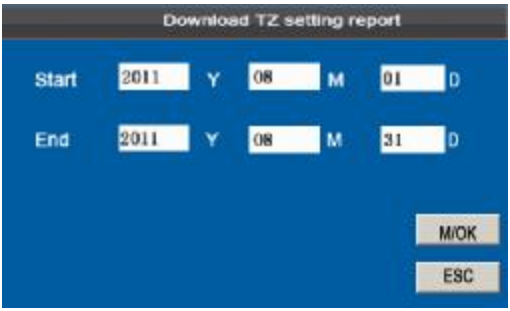
Operation steps:

1) Insert a USB disk into the USB slot on the attendance machine or insert an SD card into the SD card slot.

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

2) Choose **Report** > **Download Standard report** from the main menu.

3) Enter the start and end dates.



4) Wait until the system displays a prompt “Calculating & downloading”.

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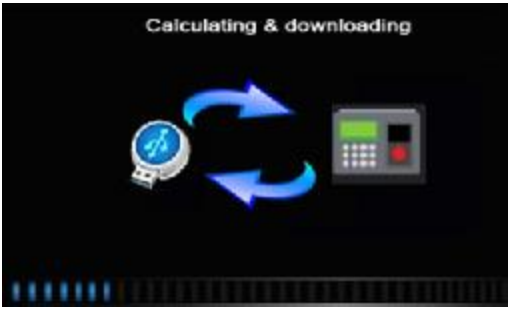

5) Press **M/OK** to take out the USB disk or SD card after the system prompts “Data download succeed”.

The Standard report.XLS shall be stored in the USB disk or SD card. The schedule information, statistical report of attendance, card report and attendance report can be viewed on a PC. The following reports show the preceding information:

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Schedule Information Report

Stat.Date: 2011-12-01 ~ 2011-12-12 Special shifts:25-Out, 26-Ask for leave, Null-Holiday

ID	Name	Department	1	2	3	4	5	6	7	8	9	10	11	12
			THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON
1	1	Company	1	1			1	1	1	1	1			1
4	741!	Company	1	1			1	1	1	1	1			1
5	888888	Company	1	1			1	1	1	1	1			1
6	6	Company	1	1			1	1	1	1	1			1
7	7	Company	1	1			1	1	1	1	1			1
8	8	Company	1	1			1	1	1	1	1			1
9	9	Company	1	1			1	1	1	1	1			1
10	10	Company	1	1			1	1	1	1	1			1
11	11	Company	1	1			1	1	1	1	1			1
12	12	Company	1	1			1	1	1	1	1			1
13	13	Company	1	1			1	1	1	1	1			1
14	14	Company	1	1			1	1	1	1	1			1
15	15	Company	1	1			1	1	1	1	1			1
16	16	Company	1	1			1	1	1	1	1			1
13000	Lily	Company	1	1			1	1	1	1	1			1
13007	Tom	Company	1	1			1	1	1	1	1			1
13008	Lucy	Company	1	1			1	1	1	1	1			1
13009	Linda	Company	1	1			1	1	1	1	1			1

Statistical Report of Attendance

Stat.Date: 2011-12-01 ~ 2011-12-12

ID	Name	Department	Work hour		Late		Leave early		Overtime hour		Att. Days	Out	Absent	AFL	Additem payment			Deduction payment			Real pay	Note
			Normal	Real	Times	Min	Times	Min	Workday	Holiday	(Nor./Real)	(Day)	(Day)	(Day)	Label	Overtime	Subsidy	Late/Leave	AFL	Outpayment		
1	1	Company	0.00	0.00	0	0	0	0	0.00	0.00	8/6	0	0	0								
4	741!	Company	0.00	0.00	0	0	0	0	0.00	0.00	8/6	0	0	0								
5	888888	Company	0.00	0.00	0	0	0	0	0.00	0.00	8/6	0	0	0								
6	6	Company	0.00	0.00	0	0	0	0	0.00	0.00	8/6	0	0	0								
7	7	Company	0.00	0.00	0	0	0	0	0.00	0.00	8/6	0	0	0								
8	8	Company	0.00	0.00	0	0	0	0	0.00	0.00	8/6	0	0	0								
9	9	Company	0.00	0.00	0	0	0	0	0.00	0.00	8/6	0	0	0								
10	10	Company	0.00	0.00	0	0	0	0	0.00	0.00	8/6	0	0	0								
11	11	Company	0.00	0.00	0	0	0	0	0.00	0.00	8/6	0	0	0								
12	12	Company	0.00	0.00	0	0	0	0	0.00	0.00	8/6	0	0	0								
13	13	Company	0.00	0.00	0	0	0	0	0.00	0.00	8/6	0	0	0								
14	14	Company	0.00	0.00	0	0	0	0	0.00	0.00	8/6	0	0	0								
15	15	Company	0.00	0.00	0	0	0	0	0.00	0.00	8/6	0	0	0								
16	16	Company	0.00	0.00	0	0	0	0	0.00	0.00	8/6	0	0	0								
13000	Lily	Company	0.00	0.00	0	0	0	0	0.00	0.00	8/6	0	0	0								
13007	Tom	Company	0.00	0.00	0	0	0	0	0.00	0.00	8/6	0	0	0								
13008	Lucy	Company	0.00	0.00	0	0	0	0	0.00	0.00	8/6	0	0	0								
13009	Linda	Company	0.00	0.00	0	0	0	0	0.00	0.00	8/6	0	0	0								

Attendance record report

Att. Time: 2011-12-01 ~ 2011-12-12 Tabulation: 2011-12-12

1	2	3	4	5	6	7	8	9	10	11	12
ID:		1						Name:		1	
08:56											
ID:		4						Name:		741!	
ID:		5						Name:		888888	
ID:		6						Name:		6	
ID:		7						Name:		7	
ID:		8						Name:		8	
ID:		9						Name:		9	
ID:		10						Name:		10	
ID:		11						Name:		11	
ID:		12						Name:		12	

Dept: Company

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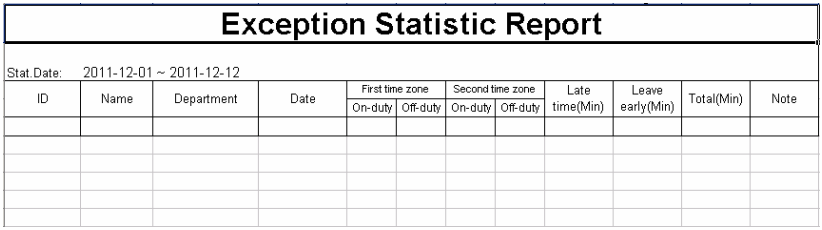

Exception Statistic Report

Stat.Date: 2011-12-01 ~ 2011-12-12

ID	Name	Department	Date	First time zone		Second time zone		Late time(Min)	Leave early(Min)	Total(Min)	Note
				On-duty	Off-duty	On-duty	Off-duty				

Card Report

Att. Report

5.2 Download Setting Reports

Before checking attendances, download a setting report from the attendance machine using a USB disk or an SD card and upload it to a PC. Set the schedule and employee information.

Operation steps:

1) Insert a USB disk into the USB slot on the attendance machine or insert an SD card into the SD card slot.

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

2) Choose **Report** > **Download Setting report** from the main menu.

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3) Wait a few minutes when the system prompts “Download Setting report”.

4) Press **M/OK** to take out the USB disk or SD card after the system prompts “Data download succeed”.

The setting report.XLS shall be stored in the USB disk or SD card.

5) Open the setting report.XLS in the USB disk or SD card on a PC. Set the **Shift**, **State Auto Switch**, and **Bell Time** in the **Attendance setting report**. The shifts that have been set on the attendance machine shall be displayed. (For more details, see 4.4 Shift Settings.) You can modify the 24 shifts and add shifts. After modification, the shifts shall prevail on the attendance machine.

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Attendance setting report

1.Shift							2.State Auto Switch			3.Bell Time										
Number	First time zone		Second time zone		Overtime		No.	Time (hh:mm)	State	No.	Time (hh:mm)	Times (0-20)	Bell Type	Week						
	On-duty	Off-duty	On-duty	Off-duty	Check-In	Check-Out								SUN	MON	TUE	WED	THU	FRI	SAT
1							1			1			Int.		√	√	√	√	√	
2							2			2			Int.		√	√	√	√	√	
3							3			3			Int.		√	√	√	√	√	
4							4			4			Int.		√	√	√	√	√	
5							5			5			Int.		√	√	√	√	√	
6							6			6			Int.		√	√	√	√	√	
7							7			7			Int.		√	√	√	√	√	
8							8			8			Int.		√	√	√	√	√	
9							9			9			Int.		√	√	√	√	√	
10							10			10			Int.		√	√	√	√	√	
11							11			11			Int.		√	√	√	√	√	
12							12			12			Int.		√	√	√	√	√	
13							13			13			Int.		√	√	√	√	√	
14							14			14			Int.		√	√	√	√	√	
15							15			15			Int.		√	√	√	√	√	
16							16			16			Int.		√	√	√	√	√	
17							17			17			Int.		√	√	√	√	√	
18							18			18			Int.		√	√	√	√	√	
19							19			19			Int.		√	√	√	√	√	
20							20			20			Int.		√	√	√	√	√	
21							21			21			Int.		√	√	√	√	√	
22							22			22			Int.		√	√	√	√	√	

Enter the on/off duty time in the corresponding columns, where the **First time zone** shall be the on/off duty time in the morning in 4.4 Shift Settings and the **Second time zone** shall be the on/off duty time in the afternoon.

6) 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.

Note: 1. You can set 31 shifts at most one time in the Schedule Setting Report. If the schedule setting report used by employees is not the report 1, we need to set a schedule setting report every month and upload it to the attendance machine.

2. If no schedule setting report is set, all employees use the report 1 by default from Monday to Friday.

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Schedule Setting Report

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

Schedule date				2011-8-1																													
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
				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	FRI	SAT	SUN	MON	TUE	WED
1	1	Company																															
4	7411	Company																															
5	888888	Company																															
6	6	Company																															
7	7	Company																															
8	8	Company																															
9	9	Company																															
10	10	Company																															
11	11	Company																															
12	12	Company																															
13	13	Company																															
14	14	Company																															
15	15	Company																															
16	16	Company																															
13000	Lily	Company																															
13007	Tom	Company																															
13008	Lucy	Company																															
13009	Linda	Company																															
13010	Luke	Company																															

5.3 Set Setting Reports

Upload the set setting reports to the attendance machine using a USB disk or an SD card. Then you can view the information of employees, shifts, and departments either on relevant interfaces or in downloaded standard reports.

Operation steps:

1) Insert a USB disk into the USB slot or insert an SD card into the SD slot.

   Note: The attendance machine uploads information on the USB disk when a USB disk and an SD card are inserted simultaneously.

2) Display the main menu and choose **Report** > **Upload Setting Report**.

3) The system displays a prompt “Uploading table….”

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4) Wait until the system displays a prompt “Data upload succeed”. Then press **M/OK** and remove the USB disk or SD card.

Then you can view the information of employees, shifts, and departments on respective interfaces of the attendance machine.

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Chapter 6 Data Management

Press **M/OK** on the initial interface to access the main menu:

Press ◄/► to select **Date Mgt.** or press **5** to access the **Data Mgt.** interface.

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.

Move the cursor to the desired button by pressing ▲/▼. Press **M/OK** and the system displays the prompt “Are you sure to

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execute current operation?”. Press **M/OK** to confirm the deletion or press **ESC** to cancel the deletion and return to the previous interface. After the data is deleted, the system will prompt you of the deletion success and the deleted data cannot be restored.

Reset Opts: Restore all parameter settings on the popular color-screen FRT to factory defaults.

Move the cursor to the desired button by pressing ▲/▼. Press **M/OK** and the system displays the prompt “Are you sure to restore factory defaults?” Press **M/OK** to confirm or press **ESC** to cancel.

J **Note:** The user information and attendance data will not be deleted from the popular color-screen FRT during the restoring of factory defaults.

Update firmware: Use U disk to upgrade firmware program.

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

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Chapter 7 Data Store

Through an SD card or a U disk, you can import the user information and attendance data on the popular color-screen FRT into related software or other fingerprint recognition equipment.

Press **M/OK** on the initial interface to access the main menu:

Press ◀/▶ to select **Data Store** or press **6** to display the Data Store interface.

1). Device ID

The number of the machine equipment. When downloading data to an USB host or SD card, there is the machine number

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information data, so you can distinguish the data in the USB host or SD card between different machine numbers.

2). Download Attlog (Download attendance data)

Download all the attendance data from the popular color-screen FRT to the USB host or SD card.

Operation Description

1) Insert an USB host or SD card into the USB host or SD card slot on the popular color-screen FRT.

2) Select **Dl att data** by pressing ▲/▼.

Press **M/OK** and the system displays the prompt "Downloading, please wait…" When downloading is complete, the system displays the prompt "Attendance logs are downloaded successfully."

3) Press **ESC** to return to the initial interface, and then remove the USB host or SD card. The file X_attlog.dat (attendance logs) (where "X" refers to the equipment ID) is stored in the USB host or SD card.

3). Download User (Download user data)

Get all the equipment user information and fingerprint saved to the USB host or SD card.

Operation Description

Insert an USB host or SD card into the USB host or SD card slot on the popular color-screen FRT. Select **Dl user data** by pressing ▲/▼. The files user.dat (user information) and template.dat (fingerprint template) will be downloaded to the USB host or SD card.

4). Upload User (Upload User Data)

Upload the user information and fingerprints from the USB host or SD card to the popular color-screen FRT.

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Operation Description

Insert an USB host or SD card into the USB host or SD card slot on the popular color-screen FRT. Select **Upload User** by pressing ▲/▼ and then press **M/OK** to upload the files user.dat (user information) and template.dat (fingerprint template) to the popular color-screen FRT. If these two files are inexistent, the system will display the prompt “Upload failed.”

Note: The attendance machine uploads information on the USB disk when a USB disk and an SD card are inserted simultaneously.

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Chapter 8 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 **M/OK** on the initial interface to display the main menu.

Press ◄/► to choose **Record** or press 7 on the numeric keypad to display the **Record** interface.

1. Two ways for entering the query conditions: 1) Press the enrolled finger, and the user ID and the name corresponding

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to the fingerprint will be automatically displayed. 2) Enter the desired employee information at **ID** and **Name**.

2. Enter the desired date range

3. Press **M/OK** and the records that meet the specified query conditions will be displayed on screen.

Date	Record ID:1						
05/07	07:20	12:03	13:28	18:02	18:59	21:14	
05/08	07:55	11:58	13:40	18:11			
05/09	08:00	12:20	13:21	18:05			
05/10	07:54	12:08	13:09	18:22	19:10	22:00	22:01
05/11	07:40	09:10	09:11	09:11	10:00	12:03	13:21
	18:20	19:35	21:40				
05/12	07:52	12:21	13:25	17:47			
05/14	07:56	12:01	13:24	18:53			
05/15	07:30	12:12	13:30	18:20			

Up(<)Down(>) Detail: M/OK

J Note: 1,000 records can be displayed on this interface.

Press ▲/▼ to move the cursor to a desired row. Press ◄/► to view the attendance records page by page. Press **M/OK** to view the details of the attendance records.

For example, the attendance details of the employee with user ID of 10001 on May 8 are as follows:

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ID	Name	Record	Verify	State
10001	Chengxi	05-08 07:21	F	1
10001	Chengxi	05-08 12:14	F	4
10001	Chengxi	05-08 13:12	F	5
10001	Chengxi	05-08 18:30	F	0

Record(1/4) F:FP 1:Check-Out

J Note: 300 records can be displayed on this interface.

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

Verification

F: fingerprint verification. **P**: password verification

Status: attendance status.

0: check-in **1**: check-out **4**: overtime check-in

5: overtime check-out

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Chapter 9 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.

9.1 Record 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:

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9.2 Equipment Information

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

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

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Chapter 10 Appendix

USB

USB Client

The USB client can only be used to record the attendance time. The statistical data of reports need to be processed on a PC by using the specific software, so the USB client can be used as a mobile storage device to transfer data from the popular color-screen FRT to the PC through a USB cable.

The user can read this manual accompanying the popular color-screen FRT by connecting the USB client with a computer through a USB cable.

T9 input

T9 input (intelligent input) is quick and high efficient. The device support T9 Chinese, 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.

T9 english character input (take “Angel” for example) :

Press **M/OK** to activate the T9 input method, and then press ▲/▼ to choose Pinyin among Pinyin, English and Symbol.

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Input “2” to get the first letter and press “3” to ‘A’.

Use the same method to input the other letters “ngel”

Press ESC to exit

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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:

The system displays all attendance records of an employee on current day if the employee presses **M/OK** within 10 seconds upon successful fingerprint or password verification.

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.**

ID	Name	Record	Verify	State
10001	Chengxi	05-08 07:21	F	1
10001	Chengxi	05-08 12:14	F	4
10001	Chengxi	05-08 13:12	F	5
10001	Chengxi	05-08 18:30	F	0

Record(1/4) F:FP 1:Check-Out

J Note: The picture is for reference only.

Press ▲/▼ to view the attendance records row by row.
Press ◄/► to view the attendance records page by page.
Press **M/OK** to query the details of the attendance records.
Press **ESC** to go back to the initial interface.

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

Press **0** on the initial interface to display the **Record** interface.

1. Two ways for entering the query conditions: 1) Press the enrolled finger, and the user ID and the name corresponding to the fingerprint will be automatically displayed. 2) Enter the desired employee information at **ID** and **Name**.
2. Enter the desired date range
3. Press **M/OK** and the records that meet the specified query conditions will be displayed on the screen.

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J Note: 1,000 records can be displayed on this interface.

Press ▲/▼ to move the cursor to a desired row. Press ◄/► to view the attendance records page by page. Press **M/OK** to view the details of the attendance records.

@ Note: You can use the second query mode for SSR-capable attendance machines only.

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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.

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:

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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.

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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	×	¡	¡	¡	¡	¡
Chip capacitor	×	¡	¡	¡	¡	¡
Chip inductor	×	¡	¡	¡	¡	¡
Chip diode	×	¡	¡	¡	¡	¡
ESD components	×	¡	¡	¡	¡	¡
Buzzer	×	¡	¡	¡	¡	¡
Adapter	×	¡	¡	¡	¡	¡
Screws	¡	¡	¡	×	¡	¡

¡: 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.

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