# User Manual

## EFace10

Date: January 2022

Doc Version: 1.0

English

Thank you for choosing our product. Please read the instructions carefully before operation. Follow these instructions to ensure that the product is functioning properly. The images shown in this manual are for illustrative purposes only.

For further details, please visit our Company's website www.zkteco.eu.

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If there is any issue related to the product, please contact us.

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## About the Company

ZKTeco is one of the world's largest manufacturer of RFID and Biometric (Fingerprint, Facial, Finger-vein) readers. Product offerings include Access Control readers and panels, Near & Far-range Facial Recognition Cameras, Elevator/floor access controllers, Turnstiles, License Plate Recognition (LPR) gate controllers and Consumer products including battery-operated fingerprint and face-reader Door Locks. Our security solutions are multi-lingual and localized in over 18 different languages. At the ZKTeco state-of-the-art 700,000 square foot ISO9001-certified manufacturing facility, we control manufacturing, product design, component assembly, and logistics/shipping, all under one roof.

The founders of ZKTeco have been determined for independent research and development of biometric verification procedures and the productization of biometric verification SDK, which was initially widely applied in PC security and identity authentication fields. With the continuous enhancement of the development and plenty of market applications, the team has gradually constructed an identity authentication ecosystem and smart security ecosystem, which are based on biometric verification techniques. With years of experience in the industrialization of biometric verifications, ZKTeco was officially established in 2007 and now has been one of the globally leading enterprises in the biometric verification industry owning various patents and being selected as the National High-tech Enterprise for 6 consecutive years. Its products are protected by intellectual property rights.

## About the Manual

This manual introduces the operations of **EFace10**.

All figures displayed are for illustration purposes only. Figures in this manual may not be exactly consistent with the actual products.

Features and parameters with ★ are not available in all devices.

# Document Conventions

Conventions used in this manual are listed below:

GUI Conventions

| For Software | |
|---|---|
| **Convention** | **Description** |
| **Bold font** | Used to identify software interface names e.g., **OK**, **Confirm**, **Cancel**. |
| **>** | Multi-level menus are separated by these brackets. For example, File > Create > Folder. |
| For Device | |
| **Convention** | **Description** |
| **< >** | Button or key names for devices. For example, press <OK>. |
| **[ ]** | Window names, menu items, data table, and field names are inside square brackets. For example, pop up the [New User] window. |
| **/** | Multi-level menus are separated by forwarding slashes. For example, [File/Create/Folder]. |

Symbols

| Convention | Description |
|---|---|
| | This represents a note that needs to pay more attention to. |
| | The general information which helps in performing the operations faster. |
| | The information which is significant. |
| | Care taken to avoid danger or mistakes. |
| | The statement or event that warns of something or that serves as a cautionary example. |

# Table of Contents

                                         

# Safety Measures

The below instructions intend to ensure that the user can use the product correctly to avoid danger or property loss. The following precautions are to keep the user's safety and prevent any damage. Please read carefully before installation.

1.  **Read, follow, and retain instructions** - All safety and operational instructions must be properly read and followed before bringing the device into service.

2.  **Do not ignore warnings** - Adhere to all warnings on the unit and in the operating instructions.

3.  **Accessories** - Use only manufacturer-recommended or product-sold accessories. Please do not use any other components other than manufacturer suggested materials.

4.  **Precautions for the installation** – Do not place this device on an unstable stand or frame. It may fall and cause serious injury to persons and damage to the device.

5.  **Service** - Do not try to service this unit yourself. Opening or removing covers may expose you to hazardous voltages or other hazards.

6.  **Damage requiring service** - Disconnect the system from the main AC or DC power source and refer service personnel under the following conditions:

    *   When cord or connection control is affected.

    *   When any liquid is spilled, or an item dropped into the system.

    *   If exposed to water and/or an inclement weather (rain, snow, and more).

    *   If the system is not operating normally under operating instructions.

    Just change controls defined in operating instructions. Improper adjustment of the controls may result in damage and involve a qualified technician to return the device to normal operation.

7.  **Replacement parts** - When replacement parts are needed, service technicians must only use replacement parts provided by the supplier. Unauthorized substitutes can result in a burn, shock, or other hazards.

8.  **Safety check** - On completion of service or repair work on the unit, ask the service technician to perform safety checks to ensure proper operation of the unit.

9.  **Power sources** - Operate the system only from the label's power source form. If the sort of power supply to use is unclear, call your dealer.

10. **Lightning** - External lightning conductors can be installed to protect against electrical storms. It stops power-ups from destroying the system.

**NOTE:** The devices should be installed in areas with limited access.

# 1    Instruction for Use

Before getting into the device features and its functions, it is recommended to be familiar to the below fundamentals.

## 1.1    Standing Position, Facial Expression and Standing Posture

● **The recommended distance**
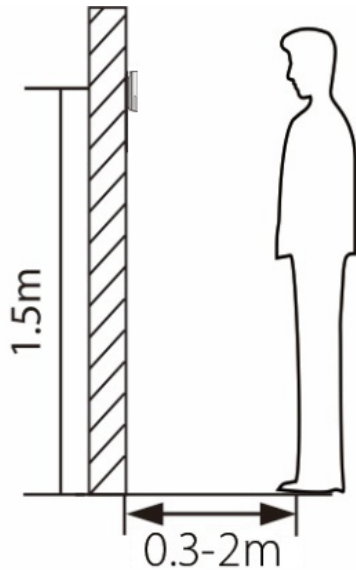


It is recommended to have a 0.5m space between the device and the user whose height is in a range of 1.55m to 1.85m. Users may slightly move forwards or backward to improve the character recognition of facial images

● **Recommended Standing Posture and Facial Expression**
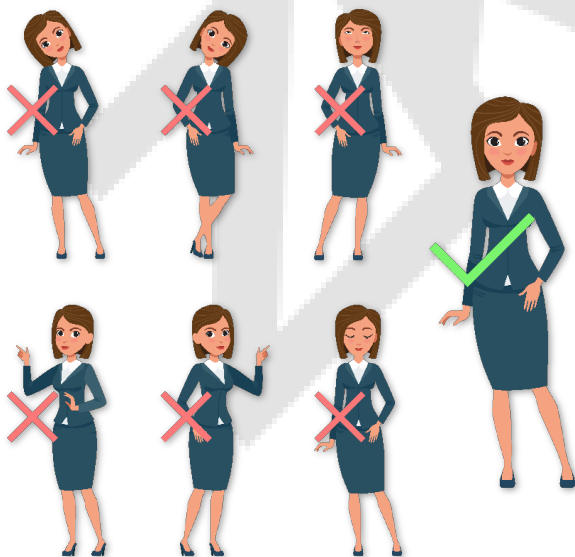


**Standing Posture**                                                      **Facial Expression**

**NOTE:** During enrolment and verification, please maintain natural facial expression and standing posture.

## 1.2    Face Registration

Try to keep the face in the centre of the screen during registration. Please face towards the camera and stay still during face registration. The screen should look like this:
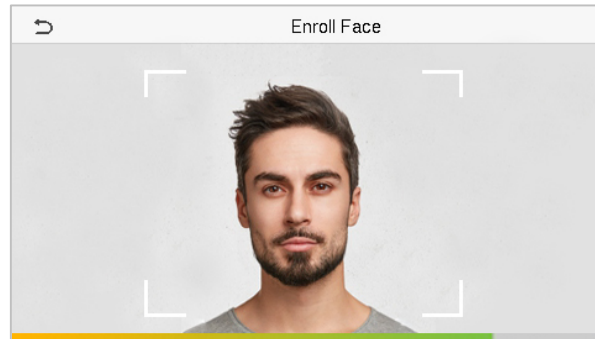


**Correct face registration and authentication method**

● **Recommendation for registering a face**

 ❖ When registering a face, maintain a distance of 40cm to 80cm between the device and the face.

 ❖ Be careful to keep your facial expression natural and not to change. (smiling, drawn face, wink, etc.)

 ❖ If you do not follow the instructions on the screen, the face registration may take longer or may fail.

 ❖ Be careful not to cover the eyes or eyebrows.

 ❖ Do not wear hats, masks, sunglasses, or eyeglasses.

 ❖ Be careful not to display two faces on the screen. Register one person at a time.

 ❖ It is recommended for a user wearing glasses to register both faces with and without glasses.

● **Recommendation for authenticating a face**

 ❖ Ensure that the face appears inside the guideline displayed on the screen of the device.

 ❖ Sometimes, authentication may fail due to the change in the wearing glasses then the one used while registration. In such a case, you may require authenticating your face with the previously worn glasses. If your face was registered without glasses, you should authenticate your face without glasses further.

 ❖ If a part of the face is covered with a hat, a mask, an eye patch, or sunglasses, authentication may fail. Do not cover the face, allow the device to recognize both the eyebrows and the face.

## 1.3 Standby Interface

After connecting the power supply, the following standby interface is displayed:
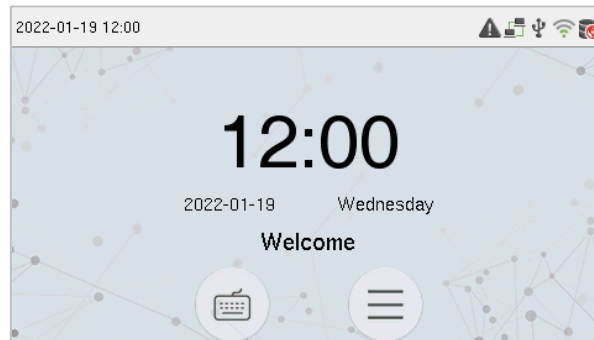


- Click ⌨ to enter the User ID input interface.

- When there is no Super Administrator set in the device, tap ≡ to go to the menu.

- After adding a Super Administrator on the device, it requires the Super Administrator's verification before entering the menu functions.

  **NOTE**: For the security of the device, it is recommended to register super administrator the first time you use the device.

- ★The punch state options can also be displayed and used directly on the standby interface. Tap anywhere on the screen apart from the icons, and six shortcut keys appears on the screen, as shown in the figure below:
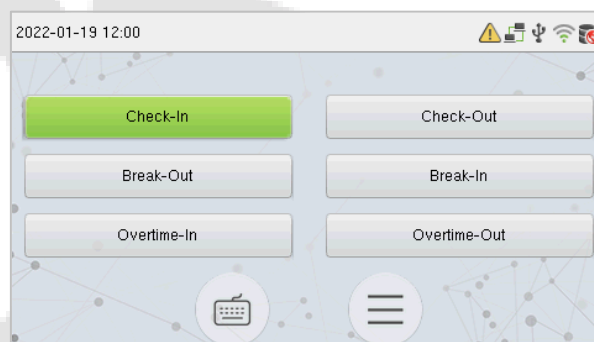


- Press the corresponding punch state key to select your current punch state, which is displayed in green.

**NOTE:** The punch state options are off by default and need to be changed to other option. Refer 7.4 Punch States Options in order to get the punch state options on the standby screen.

## 1.4    Virtual Keyboard



**NOTE:**

The device supports the input in Chinese language, English language, numbers, and symbols.

- Click [**En**] to switch to the English keyboard.

- Press [**123**] to switch to the numeric and symbolic keyboard.

- Tap [**ABC**] to return to the alphabetic keyboard.

- Tap the input box, virtual keyboard appears.

- Tap [**ESC**] to exit the virtual keyboard.

## 1.5    Verification Mode

### 1.5.1    Facial Verification

● **1:N Facial Verification**

In this verification mode, the device compares the collected facial images with all face data registered in the device. The following is the pop-up prompt of a successful comparison result.
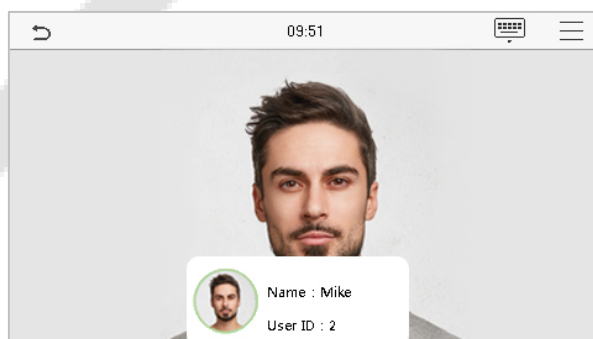
- **1:1 Facial Verification**

In this verification mode, the device compares the face captured by the camera with the facial template related to the entered user ID. Press 🖮 on the main interface and enter the 1:1 facial verification mode and enter the user ID and tap [**OK**].



If the user has registered password and card in addition to his/her face, and the verification method is set to password/face/card verification, the following screen will appear. Select the 🌐 icon to enter the face verification mode.
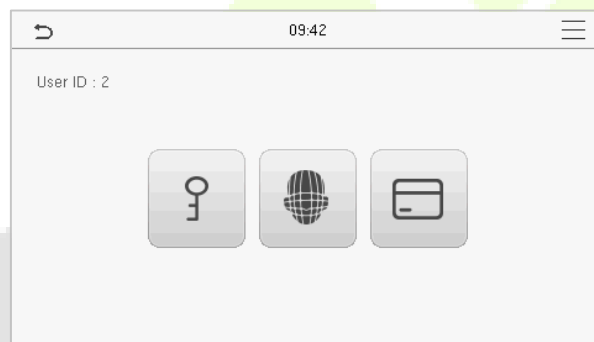


After successful verification, the prompt box displays "**Successfully verified**", as shown below:
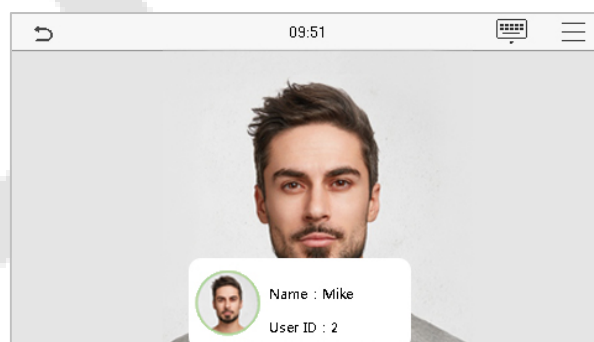


If the verification is failed, it prompts "**Please adjust your position!**".

- **1:1 Facial Verification**

## 1.5.2   Card Verification★

- **1:N Card Verification**

The 1: N Card Verification mode compares the card number in the card induction area with all the card number data registered in the device; The following is the card verification screen.
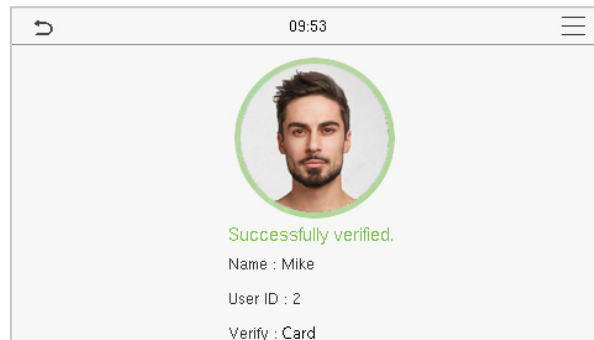


- **1:1 Card Verification**

The 1:1 Card Verification mode compares the card number in the card induction area with the number associated with the employee's User ID registered in the device.

Press ⌨ in the main interface to open the 1:1 card verification mode.

Enter the user ID and tap **[OK].**
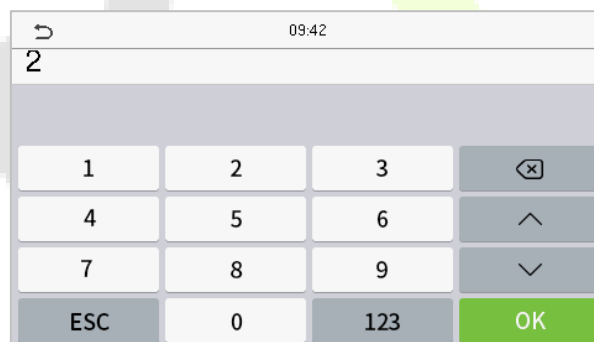


If the user has registered password and face in addition to his/her card, and the verification method is set to password/face/card verification, the following screen will appear. Select the 🔲 icon to enter the card verification mode.
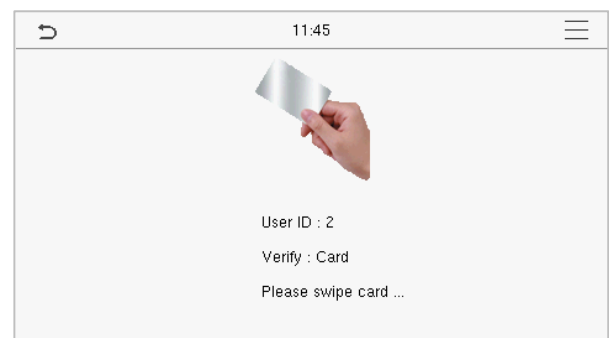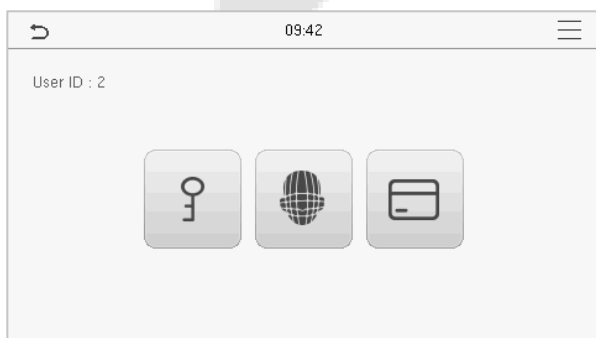
After successful verification, the prompt box displays "**Successfully verified**", as shown below:
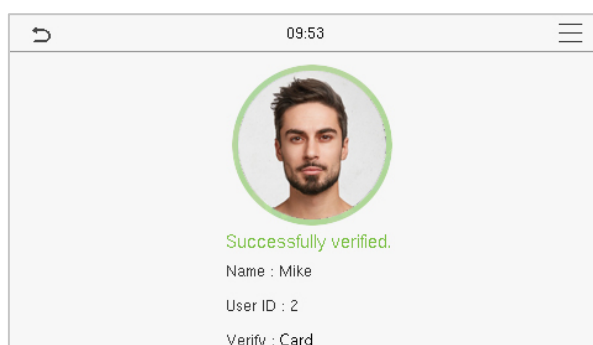


### 1.5.3   Password Verification

The device compares the entered password with the registered password by the given User ID.

Click the 🖮 button on the main screen to enter the 1:1 password verification mode. Then, input the user ID and press [**OK**].
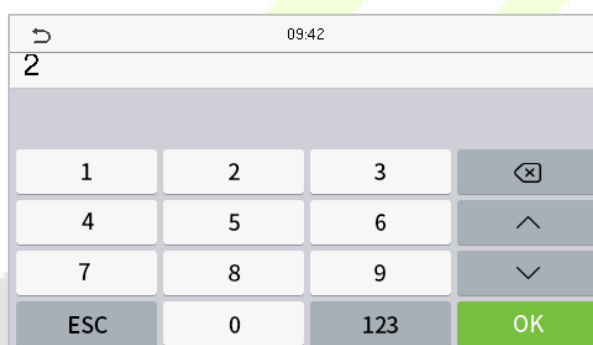


If the user has registered face and card in addition to password, and the verification method is set to password/face/card verification, the following screen will appear. Select the ⚲ icon to enter password verification mode.



Input the password and press [**OK**].

Following are the display screen after entering a correct password and a wrong password respectively.

**Verification is successful:**                                         **Verification is failed:**



### 1.5.4   Combined Verification

For increased security and accessibility, the device offers the option of using multiple forms of verification methods. A total of 9 different verification combinations can be used, as shown below:

**Combined Verification Symbol Definition**

| Symbol | Definition | Explanation |
|---|---|---|
| / | or | This method compares the entered verification of a person with the related verification template previously stored to that Personnel ID in the Device. |
| + | and | This method compares the entered verification of a person with all the verification template previously stored to that Personnel ID in the Device. |

**Procedure to set for Combined Verification Mode**

- Combined verification requires personnel to register all the different verification method. Otherwise, employees will not be able to successfully verify through the combined verification process.

- For instance, when an employee has registered only the face data, but the device verification mode is set as "**Face + Password**", the employee will not be able to complete the verification process successfully.

- This is because the device compares the scanned face template of the person with registered verification template (both the Face and the Password) previously stored to that Personnel ID in the Device.

- But as the employee has registered only the Face but not the Password, the verification will not get completed and the Device displays "**Verification Failed**".

# 2   Main Menu

Press ☰ on the Standby interface to enter the **Main Menu**, the following screen will be displayed:
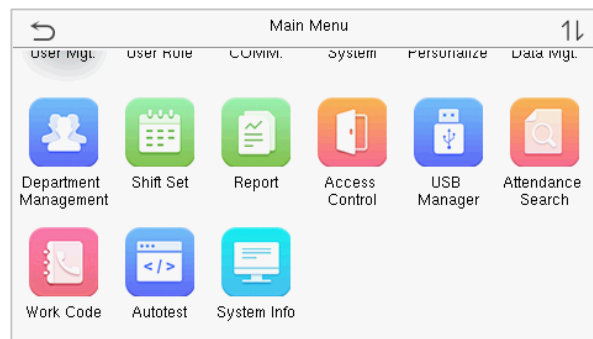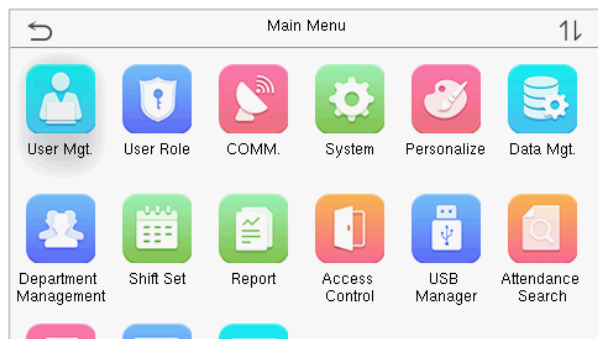
**Function Description**

| Menu | Descriptions |
|---|---|
| **User Mgt.** | To Add, Edit, View, and Delete basic information of a User. |
| **User Role** | To set the permission scope of the custom role and enroller for the users, that is, the rights to operate the system. |
| **COMM.** | To set the relevant parameters of Ethernet, PC Connection, Wireless Network★, Cloud Server Setting, and Network Diagnosis. |
| **System** | To set the parameters related to the system, including Date Time, Attendance, Face Parameter, Reset to factory and USB Upgrade. |
| **Personalize** | To customize settings of User Interface, Voice, Bell Schedules, Punch State Options, and Shortcut Key Mappings settings. |
| **Data Mgt.** | To delete all relevant data in the device. |
| **Department★** | Establish the organizational structure of the department, including functions like adding, editing, or deleting the department, and scheduling the department, etc. |
| **Shift set★** | Set attendance rules and the number of shifts to be used, and schedule employees. The device supports up to 24 shifts. |
| **Report★** | Use USB flash drive to download the attendance statistics form to check on the computer or download the attendance settings form to set shifts on the computer, assign shifts to employees and then upload the attendance settings form. At this time, the device will give priority to the use of the schedule of the settings form. |
| **Access Control** | To set the parameters of the lock. |
| **USB Manager** | To upload or download the specific data by a USB drive. |

| **Attendance Search** | To query the specified Attendance Record, check Attendance Photo, and Blocklist ATT Photo. |
|---|---|
| **Work Code** | Set different type of work. |
| **Autotest** | To automatically test whether each module functions properly, including the LCD Screen, Audio, Camera, and real-time clock. |
| **System Info** | To view Data Capacity and Device and Firmware information of the current device. |

# 3　User Management

## 3.1　User Registration

Click **User Mgt.** on the main menu.



## 3.1.1　User ID and Name

Tap **New User.** Enter the **User ID** and **Name.**



**Notes:**

1）A name can take up to 36 characters.

2）The user ID may contain 1-9 digits by default.

3）During the initial registration, you can modify your ID, which can't be modified after registration.

4）If a message "**Duplicated!**" pops up, you must choose another ID as the enter User ID already exists.

### 3.1.2  User Role

On the New User interface, tap **User Role** to set the role for the user as either **Normal User** or **Super Admin**.

- **Super Admin:** The Super Administrator owns all management privileges in the device.

- **Normal User:** If the Super Admin is registered already in the device, then the Normal Users will not have the privilege to manage the system and can only access authentication verifications.

- **User Defined Roles:** The Normal User can also be assigned custom roles with **User Defined Role.** The user can be permitted to access several menu options as required.



**NOTE:** If the selected user role is the Super Admin, the user must pass the identity authentication to access the main menu. The authentication is based on the authentication method(s) that the super administrator has registered. Please refer to 1.5 Verification Mode.

### 3.1.3  Department★

There are 8 default departments of the equipment, namely "Company", "Executive Dept.", "Sales", "Financial Dept.", "Production", "Purchasing Dept.", "Custom 1", "Custom 2". Refer to section 9 Department Management.

Select the **Department** to enter the department selection interface.

### 3.1.4 Face

Tap **Face** in the **New User** interface to enter the face registration page.

- Please face towards the camera and position yourself such that your face image fits inside the white guiding box and stay still during face registration.
- A progress bar shows up while registering the face and a "**Enrolled Successfully**" message is displayed as the progress bar completes.
- If the face is registered already then, the "**Duplicate Face**" message shows up. The registration interface is as follows:
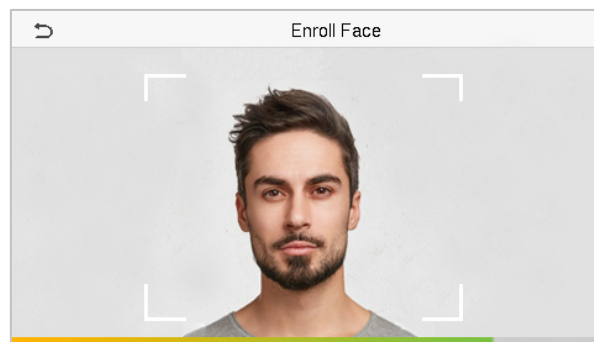


### 3.1.5 Card★

Tap **Card** in the **New User** interface to enter the card registration page.

- On the Card interface, swipe the card underneath the card reading area. The card registration will be successful.

- If the card is registered already then, the "**Duplicate Card**" message shows up. The registration interface is as follows:
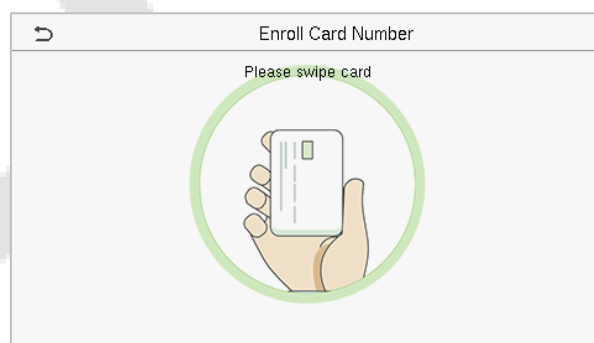


### 3.1.6 Password

Tap **Password** in the **New User** interface to enter the password registration page.

- On the Password interface, enter the required password and re-enter to confirm it and tap **OK**.

- If the re-entered password is different from the initially entered password, then the device prompts the message as "**Password not match!**", where the user needs to confirm the password again.

NOTE: The password may contain 1 to 8 digits by default.

### 3.1.7  Profile Photo

Tap on **Profile Photo** in the **New User** interface to go to the Profile Photo registration page.

- When a user registered with a photo authenticates successfully, the registered photo is displayed.
- Tap **Profile Photo** to open the device's camera, then tap the camera icon to take a photo. The captured photo is displayed on the top left corner of the screen and the camera opens up again to take a new photo, after taking the initial photo.

NOTE: While registering a face, the system automatically captures a photo as the profile photo. If you do not register a profile photo, the system automatically sets the photo captured while registration as the default photo.

## 3.2  Search User

On the **Main Menu**, tap **User Mgt.,** and then tap **All Users** to search for a User.

- On the **All Users** interface, tap on the search bar on the user's list to enter the required retrieval keyword (where the keyword may be the user ID, surname, or full name) and the system will search for the related user information.
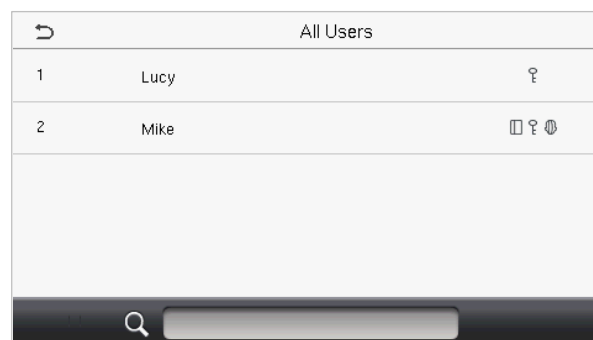
## 3.3  Edit User

On the **All Users** interface, tap on the required user from the list and tap **Edit** to edit the user information.
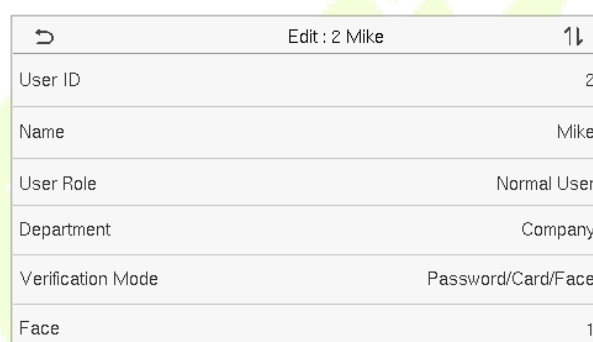


**NOTE:** The process of editing the user information is the same as adding a new user, except that the User ID cannot be modified when editing a user. The process in detail refers to 3 User Management.

## 3.4  Delete User

On the **All Users** interface, tap on the required user from the list and tap **Delete** to delete the user or a specific user information from the device. On the **Delete** interface, tap on the required operation and then tap **OK** to confirm the deletion.

**Delete Operations**

**Delete User:** Deletes all the user information (deletes the selected User as a whole) from the device.

**Delete Face Only**: Deletes the face information of the selected user.

**Delete Password Only:** Deletes the password information of the selected user.

**Delete User Photo Only**: Deletes the photo of the selected user.

Delete : 2 Mike
Delete User
Delete Face Only
Delete Password Only
Delete User Photo Only

## 3.5  Display Style

On the **Main Menu**, tap **User Mgt.,** and then tap **Display Style** to enter Display Style setting interface.



User Mgt.
New User
All Users
Display Style

All the Display Styles are shown as below:



All Users
1  Lucy
2  Mike

Single Line Style
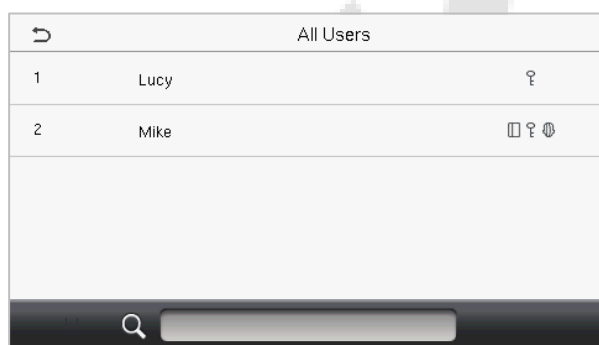


All Users
1  Lucy
2  Mike
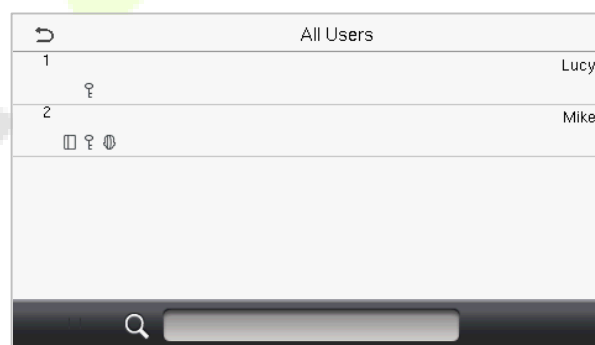
Multiple Line Style



All Users
1  Lucy
2  Mike
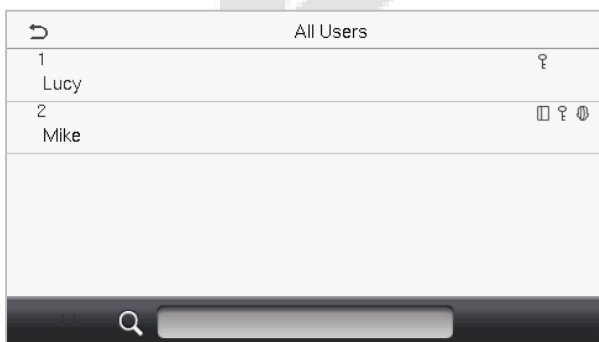
Mixed Line Style

# 4    User Role

**User Role** facilitates assigning some specific permissions to certain users based on the requirement.

- On the **Main** menu, tap **User Role** > **User Defined Role** to set the user defined permissions.

- A total of 3 different custom roles can be added. It is the custom operating scope of a user.

| ↩ | User Role |
|---|-----------|
| 👤 | User Defined Role 1 |
| 👤 | User Defined Role 2 |
| 👤 | User Defined Role 3 |
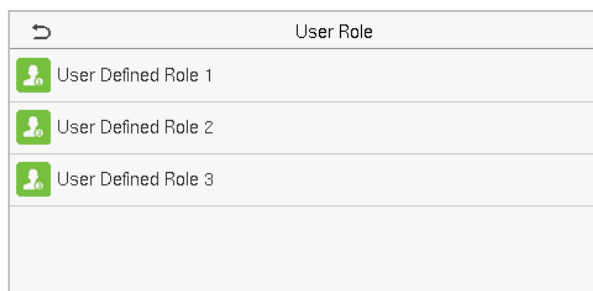
- On the **User Defined Role** interface, toggle **Enable Defined Role** to enable or disable the user defined role.

- Tap on **Name** and enter the custom name of the role.

| ↩ | User Defined Role 1 |
|---|---------------------|
| Enable Defined Role | ⭕ |
| Name | User Defined Role 1 |
| Define User Role | |
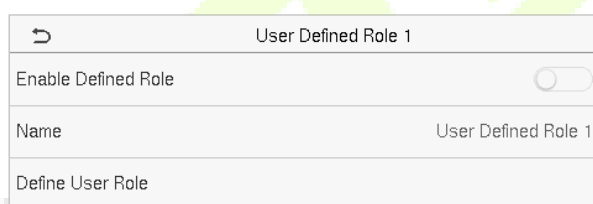
- Then, tap on **Define User Role** and select the required privileges to assign to the new role, and then tap on the **Return** button.

- During privilege assignment, the **Main Menu** function names are displayed on the left and its sub-menus are listed on its right.

- First, tap on the required **Main Menu** function name, and then select its required sub-menus from the list which the user can access.

| ↩ User Defined Role 3 | | | ↩ User Role |
|---|---|---|---|
| ☑ User Mgt. | ☑ New User | | ⦿ Normal User |
| ☑ Comm. | ☑ All Users | | ○ User Defined Role 1 |
| ☑ System | ☑ Display Style | | ○ Super Admin |
| ☐ Personalize | | | |
| ☐ Data Mgt. | | | |
| ☑ Department Management | | | |
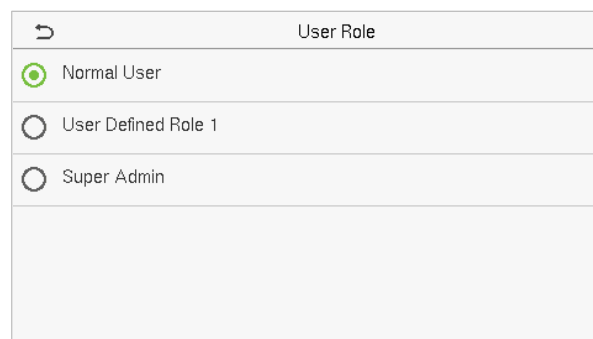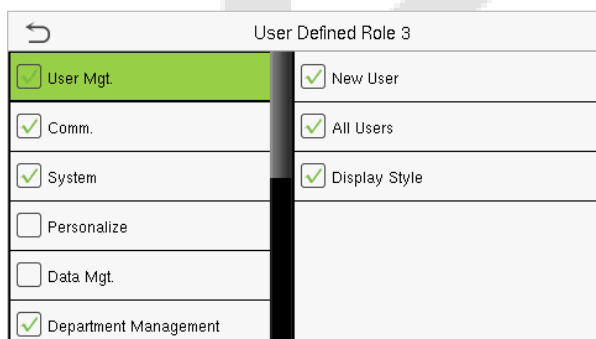
**NOTE:** If the User Role is enabled for the device, tap on **User Mgt. > New User > User Role** to assign the created roles to the required users. But if there is no super administrator registered in the device, then the device will prompt "**Please enroll super admin first!**" when enabling the User Role function.

# 5   Communication Settings

Tap **COMM.** on the **Main Menu** to set the relevant parameters of Ethernet, PC Connection, Wireless Network★, Cloud Server, and Network Diagnosis.

| | Comm. |
|---|---|
| 🌐 | Ethernet |
| 🖥 | PC Connection |
| 📶 | Wireless Network |
| ☁ | Cloud Server Setting |
| 📱 | Network Diagnosis |
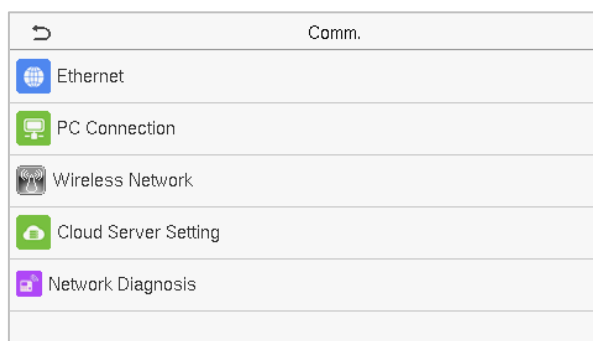
## 5.1   Ethernet Settings

When the device needs to communicate with a PC over the Ethernet, you need to configure network settings and ensure that the device and the PC are connect to the same network segment.

Tap **Ethernet** on the **Comm**. Settings interface to configure the settings.

| Ethernet | | Ethernet | |
|---|---|---|---|
| IP Address | 192.168.163.99 | Subnet Mask | 255.255.255.0 |
| Subnet Mask | 255.255.255.0 | Gateway | 192.168.163.1 |
| Gateway | 192.168.163.1 | DNS | 0.0.0.0 |
| DNS | 0.0.0.0 | TCP COMM.Port | 4370 |
| TCP COMM.Port | 4370 | DHCP | ⚪ |
| DHCP | ⚪ | Display in Status Bar | 🟢 |

**Function Description**

| Function Name | Descriptions |
|---|---|
| **IP Address** | The default IP address is 192.168.1.201. It can be modified according to the network availability. |
| **Subnet Mask** | The default Subnet Mask is 255.255.255.0. It can be modified according to the network availability. |
| **Gateway** | The default Gateway address is 0.0.0.0. It can be modified according to the network availability. |
| **DNS** | The default DNS address is 0.0.0.0. It can be modified according to the network availability. |

| TCP COMM. Port | The default TCP COMM Port value is 4370. It can be modified according to the network availability. |
|---|---|
| DHCP | It stands for Dynamic Host Configuration Protocol. It dynamically allocates IP addresses for clients via server. |
| Display in Status Bar | Toggle to set whether to display the network icon on the status bar. |

## 5.2 PC Connection

Comm Key facilitates to improve the security of data by setting the communication between the device and the PC. Once the Comm Key is set, a connection password is required to connect the device to the PC software.

Tap **PC Connection** on the **Comm.** settings interface to configure the communication settings.



**Function Description**

| Function Name | Descriptions |
|---|---|
| **Comm Key** | The default password is 0 and can be changed later. The Comm Key can contain1-6 digits. |
| **Device ID** | It is the identification number of the device, which ranges between 1 and 254. |

## 5.3 Wireless Network★

The device provides a Wi-Fi module, which can be built-in within the device module or can be externally connected.

The Wi-Fi module enables data transmission via Wi-Fi (Wireless Fidelity) and establishes a wireless network environment. Wi-Fi is enabled by default in the device. If you don't need to use the Wi-Fi network, you can toggle the Wi-Fi to disable the button.

Tap **Wireless Network** on the **Comm.** settings interface to configure the Wi-Fi settings.

### Search the WIFI Network

- WIFI is enabled in the device by default. Toggle the ⬤ button to enable or disable WIFI.

- Once the Wi-Fi is turned on, the device searches for the available WIFI within the network range.

- Tap on the required Wi-Fi name from the available list and input the correct password in the password interface, and then tap **Connect to WIFI (OK)**.
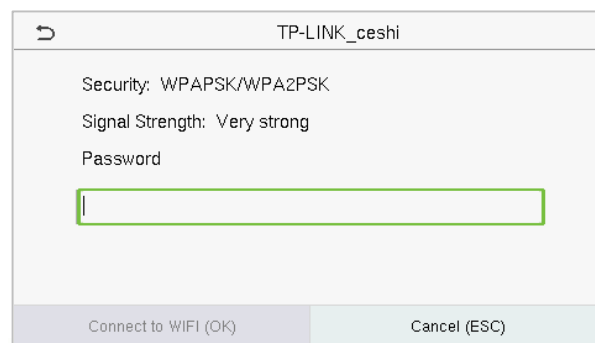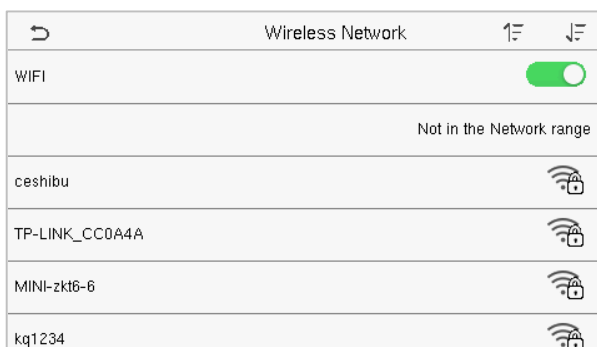
| | |
|---|---|
| **WIFI Enabled:** Tap on the required network from the searched network list. | Tap on the password field to enter the password, and then tap on **Connect to WIFI (OK).** |

- When the WIFI is connected successfully, the initial interface will display the Wi-Fi 🛜 logo.

### Add WIFI Network Manually

The Wi-Fi can also be added manually if the required Wi-Fi does not show on the list.
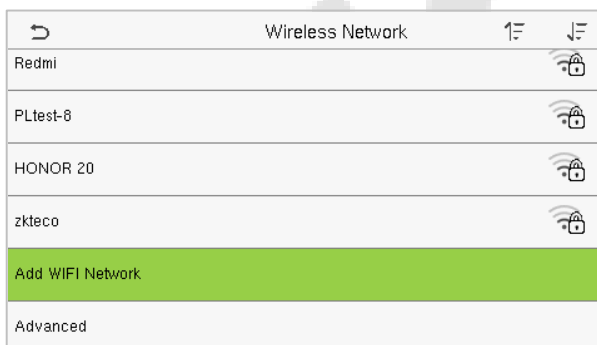
| | |
|---|---|
| Tap on **Add WIFI Network** to add the WIFI manually. | On this interface, enter the WIFI network parameters. (the added network must exist.) |

**NOTE:** After successfully adding the WIFI manually, follow the same process to search for the added WIFI name. Click here to view the process to search the WIFI network.

### Advanced Setting

On the **Wireless Network** interface, tap on **Advanced** to set the relevant parameters as required.



### Function Description

| Function Name | Description |
|---|---|
| **DHCP** | Dynamic Host Configuration Protocol (DHCP) dynamically allocates IP addresses to network clients. If the DHCP is enabled, then the IP cannot be set manually. |
| **IP Address** | The IP address for the WIFI network, the default is 0.0.0.0. It can be modified according to the network availability. |
| **Subnet Mask** | The default Subnet Mask of the WIFI network is 255.255.255.0. It can be modified according to the network availability. |
| **Gateway** | The default Gateway address is 0.0.0.0. It can be modified according to the network availability. |

## 5.4   Cloud Server Setting

Tap **Cloud Server Setting** on the **Comm.** settings interface to connect with the ADMS server.
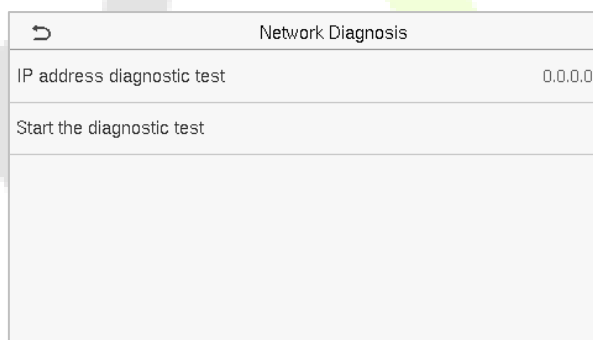
**Function Description**

| Function Name | | Description |
|---|---|---|
| **Enable Domain Name** | **Server Address** | Once this function is turned **ON**, the domain name mode "http://..." will be used, such as http://www.XYZ.com, while "XYZ" denotes the domain name. |
| **Disable Domain Name** | **Server Address** | The IP address of the ADMS server. |
| | **Server Port** | Port used by the ADMS server. |
| **Enable Proxy Server** | | The IP address and the port number of the proxy server is set manually when the proxy is enabled. |
| **HTTPS** | | Based on HTTP, transmission encryption and identity authentication ensure the security of the transmission process. |

# 5.5   Network Diagnosis

It helps to set the network diagnosis parameters.

Tap **Network Diagnosis** on the **Comm.** settings interface. Enter the IP address that needs to be diagnosed and tap **Start the diagnostic test** to check whether the network can connect to the device.

# 6  <u>System Settings</u>

It helps to set related system parameters to optimize the accessibility of the device.

Tap **System** on the **Main Menu** interface to get to its menu options.

| | System |
|---|---|
| 🔙 | |
| 🕐 Date Time | |
| 🖥 Attendance | |
| 🌐 Face | |
| 🔲 Reset | |
| 🔌 USB Upgrade | |
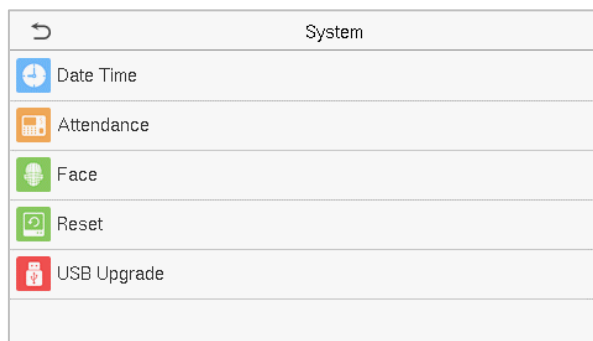
## 6.1  Date Time

Tap **Date Time** on the **System** interface to set the date and time.

| | Date Time |
|---|---|
| 🔙 | |
| Manual Date and Time | |
| 24-Hour Time | 🟢 |
| Date Format | YYYY-MM-DD |
| Daylight Saving Time | ⚪ |
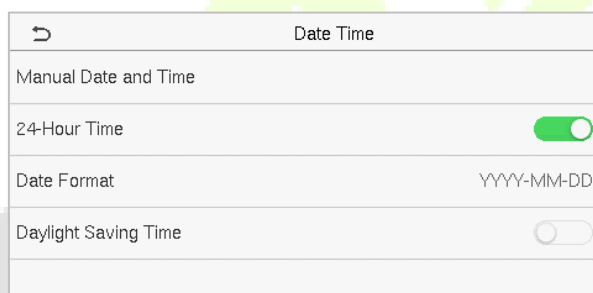
- Tap **Manual Date and Time** to manually set date and time and tap **Confirm** to save.

- Tap **24-Hour Time** to enable or disable this format. If enabled, then select the **Date Format** to set the date format i.e., the way date should be displayed on the device.

- Tap **Daylight Saving Time** to enable or disable the function. If enabled, tap **Daylight Saving Mode** to select a daylight-saving mode and then tap **Daylight Saving Setup** to set the switch time.

| 🔙 Daylight Saving Setup ↑↓ | |
|---|---|
| Start Month | 1 |
| Start Week | 1 |
| Start Day | Sunday |
| Start Time | 00:00 |
| End Month | 1 |
| End Week | 1 |

**Week Mode**

| 🔙 Daylight Saving Setup | |
|---|---|
| Start Date | 00-00 |
| Start Time | 00:00 |
| End Date | 00-00 |
| End Time | 00:00 |

**Date Mode**

- When restoring the factory settings, the time (24-hour) and date format (YYYY-MM-DD) can be restored, but the device date and time cannot be restored.

**NOTE:** For example, the user sets the time of the device (18:35 on March 15, 2019) to 18:30 on January 1, 2020. After restoring the factory settings, the time of the equipment will remain 18:30 on January 1, 2020.

## 6.2   Attendance

Click **Attendance** on the System interface.



**Function Description**

| Function Name | Description |
|---|---|
| **Duplicate Punch Period(m)** | Within a set time period (unit: minutes), the duplicated attendance record will not be reserved (value ranges from 1 to 999999 minutes). |
| **Camera Mode** | Choose whether to capture and save the current snapshot image during verification. There are 5 modes:<br><br>**No Photo:** No photo is taken during user verification.<br><br>**Take photo, no save:** Photo is taken but not saved during verification.<br><br>**Take photo and save:** Photo is taken and saved during verification.<br><br>**Save on successful verification:** Photo is taken and saved for each successful verification.<br><br>**Save on failed verification:** Photo is taken and saved only for each failed verification. |
| **Display User Photo** | Choose whether to display the user photo when the user passes the verification. |
| **Attendance Log Alert** | When the record space of the attendance reaches the maximum threshold value, the device automatically displays the memory space warning.<br><br>Users may disable the function or set a valid value between 1 and 9999. |

| | |
|---|---|
| **Periodic Del of ATT Data** | When attendance records reach its maximum storage capacity, the device automatically deletes a set of old attendance records.<br><br>Users may disable the function or set a valid value between 1 and 999. |
| **Periodic Del of ATT Photo** | When attendance photos reach its maximum storage capacity, the device automatically deletes a set of old attendance photos.<br><br>Users may disable the function or set a valid value between 1 and 99. |
| **Periodic Del of Blocklist Photo** | When block listed photos reach its maximum storage capacity, the device automatically deletes a set of old block listed photos.<br><br>Users may disable the function or set a valid value between 1 and 99. |
| **Authentication Timeout(s)** | The amount of time taken to display a successful verification message.<br><br>Valid value: 1~9 seconds. |
| **Face comparison interval (s)** | The amount of time required to compare facial templates.<br><br>Valid value: 0~9 seconds. |

## 6.3   Face Parameters

Tap **Face** on the **System** interface to go to the face parameter settings.

| Face | |
|---|---|
| 1:N Threshold Value | 47 |
| 1:1 Threshold Value | 63 |
| Face Enrollment Threshold | 70 |
| Face Pitch Angle | 30 |
| Face Rotation Angle | 25 |
| Image Quality | 70 |

| Face | |
|---|---|
| Minimum Face Size | 80 |
| LED Light Trigger Value | 80 |
| Motion Detection Sensitivity | 4 |
| Live Detection | |
| Live Detection Threshold | 70 |
| Anti-spoofing using NIR | |

| Face | |
|---|---|
| LED Light Trigger Value | 80 |
| Motion Detection Sensitivity | 4 |
| Live Detection | |
| Live Detection Threshold | 70 |
| Anti-spoofing using NIR | |
| Face Algorithm | |

## Function Description

| Function Name | Description |
|---|---|
| **1:N Threshold Value** | Under 1:N verification mode, the verification will only be successful when the similarity between the acquired facial image and all registered facial templates is greater than the set value.<br><br>The valid value ranges from 0 to 100. The higher the thresholds, the lower the misjudgement rate and the higher the rejection rate, and vice versa. It is recommended to set the default value of 47. |
| **1:1 Threshold Value** | Under 1:1 verification mode, the verification will only be successful when the similarity between the acquired facial image and the user's facial templates enrolled in the device is greater than the set value.<br><br>The valid value ranges from 0 to 100. The higher the thresholds, the lower the misjudgement rate and the higher the rejection rate, and vice versa. It is recommended to set the default value of 63. |
| **Face Enrollment Threshold** | During face enrollment, 1:N comparison is used to determine whether the user has already registered before.<br><br>When the similarity between the acquired facial image and all registered facial templates is greater than the set threshold, it indicates that the face has already been registered. |
| **Face Pitch Angle** | It is the pitch angle tolerance of a face for facial template registration and comparison.<br><br>If a face's pitch angle exceeds the set value, it will be filtered by the algorithm, i.e., ignored by the terminal thus no registration and comparison interface will be triggered. |
| **Face Rotation Angle** | It is the rotation angle tolerance of a face for facial template registration and comparison.<br><br>If a face's rotation angle exceeds the set value, it will be filtered by the algorithm, i.e., ignored by the terminal thus no registration and comparison interface will be triggered. |
| **Image Quality** | It is the image quality for facial registration and comparison. The higher the value, the clearer image is required. |

| Minimum Face Size | It sets the minimum face size required for facial registration and comparison. |
| | If the minimum size of the captured image is smaller than the set value, then it will be filtered off and not recognized as a face. |
| | This value can also be interpreted as the face comparison distance. The farther the individual is, the smaller the face, and the smaller number of pixels of the face obtained by the algorithm. Therefore, adjusting this parameter can adjust the farthest comparison distance of faces. When the value is 0, the face comparison distance is not limited. |
| LED Light Triggered Value | This value controls the turning on and off of the LED light. The larger the value, the LED light will turn on or off more frequently. |
| Motion Detection Sensitivity | It sets the value for the amount of change in a camera's field of view known as potential motion detection that wakes up the terminal from standby to the comparison interface. |
| | The larger the value, the more sensitive the system would be, i.e., if a larger value is set, the comparison interface activates with much ease, and the motion detection is frequently triggered. |
| Live Detection | It detects the spoof attempt using visible light images to determine if the provided biometric source sample is of a real person (a live human being) or a false representation. |
| Live Detection Threshold | It facilitates judging whether the captured visible image is a real person (a live human being). The larger the value, the better the anti-spoofing performance using visible light. |
| Anti-spoofing using NIR | It uses near-infrared spectra imaging to identify and prevent fake photos and videos attack. |
| Face Algorithm | It has facial algorithm related information and pause facial template update. |

**NOTE:** Improper adjustment of the exposure and quality parameters may severely affect the performance of the device. Please adjust the exposure parameter only under the guidance of the after-sales service personnel of our company.

## 6.4　Factory Reset

The Factory Reset function restores the device settings such as communication settings and system settings, to the default factory settings (this function does not clear registered user data).

Tap **Reset** on the **System** interface and then tap **OK** to restore the default factory settings.
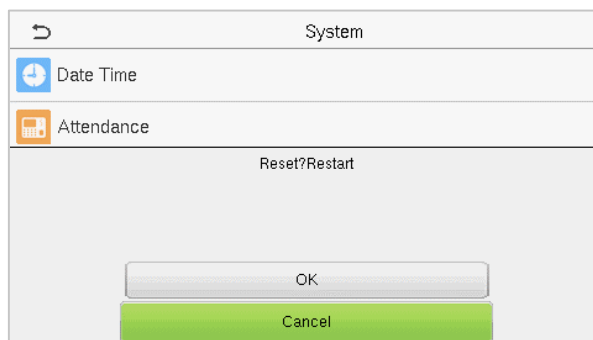


## 6.5　USB Upgrade

With this option, the device firmware can be upgraded by using the upgrade file on a USB disk. Before conducting this operation, ensure that the USB disk is properly inserted into the device and contains the correct upgrade file.

If no USB disk is plugged in, the system gives the following prompt after you tap **USB Upgrade** on the **System** interface.



**NOTE:** If an upgrade file is required, please contact our technical support. A firmware upgrade is not recommenced under normal circumstances.

# 7   Personalize Settings

Tap **Personalize** on the **Main Menu** interface to customize interface settings, voice, bell, punch state options, and shortcut key mappings.

|  | Personalize |
|---|---|
| 👕 | User Interface |
| 🎤 | Voice |
| 🔔 | Bell Schedules |
| 🔄 | Punch State Options |
| ⌨ | Shortcut Key Mappings |

## 7.1   Interface Settings

Tap **User Interface** on the **Personalize** interface to customize the display style of the main interface.

| User Interface | ↑↓ |
|---|---|
| Wallpaper | |
| Language | English |
| Menu Screen Timeout(s) | Disabled |
| Idle Time to Slide Show(s) | None |
| Slide Show Interval(s) | Disabled |
| Idle Time to Sleep(m) | Disabled |

| User Interface | ↑↓ |
|---|---|
| Language | English |
| Menu Screen Timeout(s) | Disabled |
| Idle Time to Slide Show(s) | None |
| Slide Show Interval(s) | Disabled |
| Idle Time to Sleep(m) | Disabled |
| Main Screen Style | Style 1 |

**Function Description**

| Function Name | Description |
|---|---|
| **Wallpaper** | It helps to select the main screen wallpaper according to the user preference. |
| **Language** | It helps to select the language of the device. |
| **Menu Screen Timeout (s)** | When there is no operation, and the time exceeds the set value, the device automatically goes back to the initial interface. The function can either be disabled or set the required value between 60 and 99999 seconds. |
| **Idle Time To Slide Show (s)** | When there is no operation, and the time exceeds the set value, a slide show is displayed. The function can be disabled, or you may set the value between 3 and 999 seconds. |

| Slide Show Interval (s) | It is the time interval in switching between different slide show pictures. The function can be disabled, or you may set the interval between 3 and 999 seconds. |
|---|---|
| Idle Time to Sleep (m) | If the sleep mode is activated, and when there is no operation in the device, then the device will enter standby mode. This function can be disabled or set a value within 1-999 minutes. |
| Main Screen Style | It helps selecting the main screen style according to the user preference. |

## 7.2 Voice Settings

Tap **Voice** on the **Personalize** interface to configure the voice settings.
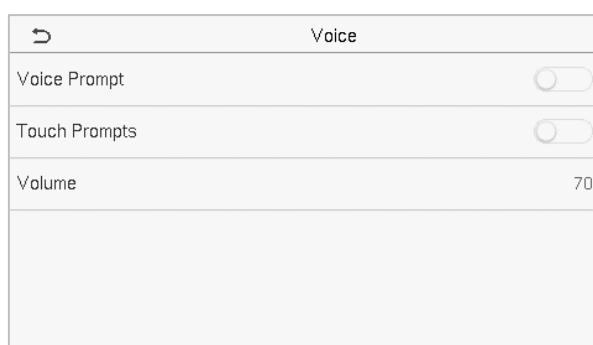


**Function Description**

| Function Name | Description |
|---|---|
| Voice Prompt | Toggle to enable or disable the voice prompts during function operations. |
| Touch Prompt | Toggle to enable or disable the keypad sounds. |
| Volume | Adjust the volume of the device which can be set between 0-100. |

## 7.3 Bell Schedules

Tap **Bell Schedules** on the **Personalize** interface to configure the Bell settings.
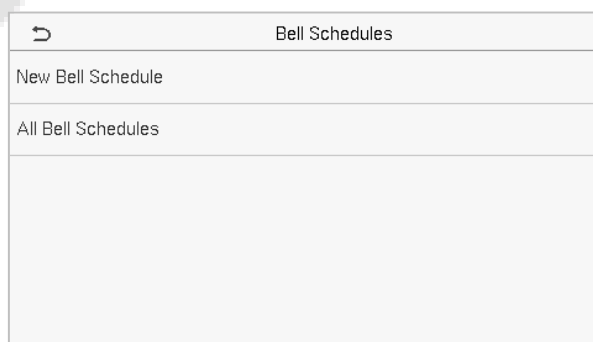
### New Bell Schedule

Tap **New Bell Schedule** on the **Bell Schedule** interface to add a new bell schedule.

| New Bell Schedule | |
|---|---|
| Bell Status | (toggle) |
| Bell Time | |
| Repeat | Never |
| Ring Tone | bell01.wav |
| Internal bell delay(s) | 5 |

### Function Description

| Function Name | Description |
|---|---|
| **Bell Status** | Toggle to enable or disable the bell status. |
| **Bell Time** | Once the required time is set, the device will automatically trigger to ring the bell during that time. |
| **Repeat** | Set the required number of counts to repeat the scheduled bell. |
| **Ring Tone** | Select a ring tone. |
| **Internal bell delay(s)** | Set the replay time of the internal bell. Valid values ranges from 1 to 999 seconds. |

### All Bell Schedules

Once the bell is scheduled, on the **Bell Schedules** interface, tap **All Bell Schedules** to view the newly scheduled bell.

| Bell Schedules |
|---|
| New Bell Schedule |
| All Bell Schedules |

| All Bell Schedules | |
|---|---|
| 05:01 PM | 🔔 |
| 06:01 PM | 🔔 |
| 07:02 PM | 🔔 |

**Edit the scheduled bell**

On the **All Bell Schedules** interface, tap on the required bell schedule, and tap **Edit** to edit the selected bell schedule. The editing method is the same as the operations of adding a new bell schedule.

| 17:01 |
|---|
| Edit |
| Delete |

| Edit | |
|---|---|
| Bell Status | ⬤ |
| Bell Time | 05:01 PM |
| Repeat | Never |
| Ring Tone | bell01.wav |
| Internal bell delay(s) | 5 |

**Delete a bell**

On the **All Bell Schedules** interface, tap the required bell schedule, and tap **Delete**, and then tap **Yes** to delete the selected bell.

| 18:01 |
|---|
| Edit |
| Delete |

| 17:01 |
|---|
| Edit |
| Delete |
| Are you sure to execute? |
| Yes |
| No |

# 7.4   Punch States Options

Tap **Punch States Options** on the **Personalize** interface to configure the punch state settings.

| Punch State Options | |
|---|---|
| Punch State Mode | Off |

| Punch State Mode | ⇅ |
|---|---|
| ⦿ Off | |
| ◯ Manual Mode | |
| ◯ Auto Mode | |
| ◯ Manual and Auto Mode | |
| ◯ Manual Fixed Mode | |
| ◯ Fixed Mode | |

**Function Description**

| Function Name | Description |
|---|---|
| **Punch State Mode** | **Off:** It disables the punch state function. And the punch state key set under the **Shortcut Key Mappings** menu becomes invalid. |
| | **Manual Mode:** Switch the punch state key manually, and the punch state key will disappear after **Punch State Timeout**. |
| | **Auto Mode:** The punch state key will automatically switch to a specific punch status according to the predefined schedule which can be set in the Shortcut Key Mappings. |
| | **Manual and Auto Mode:** The main interface will display the auto-switch punch state key. However, the users will still be able to select an alternative that is the manual attendance status. After timeout, the manual switching punch state key will become auto-switch punch state key. |
| | **Manual Fixed Mode:** After the punch state key is set manually to a particular punch status, the function will remain unchanged until being manually switched again. |
| | **Fixed Mode:** Only the manually fixed punch state key is shown. Users cannot change the status by pressing any other keys. |

# 7.5   Shortcut Key Mappings

Users may define shortcut keys for attendance status and functional keys on the main interface. So, on the main interface, when the shortcut keys are pressed, the corresponding attendance status or the function interface displays directly.

Tap **Shortcut Key Mappings** on the **Personalize** interface to set the required shortcut keys.



- On the **Shortcut Key Mappings** interface, tap on the required shortcut key to configure the shortcut key settings.

- On the **Shortcut Key (**that is "Up Key"**)** interface, tap **function** to set the functional process of the shortcut key either as punch state key or function key.

- If the Shortcut key is defined as a function key (such as New user, All users, etc.), the configuration is done as shown in the image below.

| ↶ | Up Key | |
|---|---|---|
| Punch State Value | | 0 |
| Function | | Punch State Options |
| Name | | Check-In |

| ↶ | Up Key | |
|---|---|---|
| Function | | New User |

- If the Shortcut key is set as a punch state key (such as check in, check out, etc.), then it is required to set the punch state value (valid value 0~250), name.

**NOTE:** When the function is set to Undefined, the device will not enable the punch state key.

# 8 Data Management

On the **Main Menu**, tap **Data Mgt.** to delete the relevant data in the device.

| ⤺ | Data Mgt. |
|---|---|
| 🗑 Delete Data | |
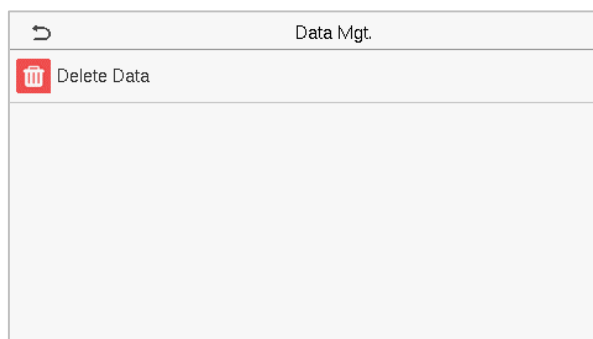
## 8.1 Delete Data

Tap **Delete Data** on the **Data Mgt.** interface to delete the required data.
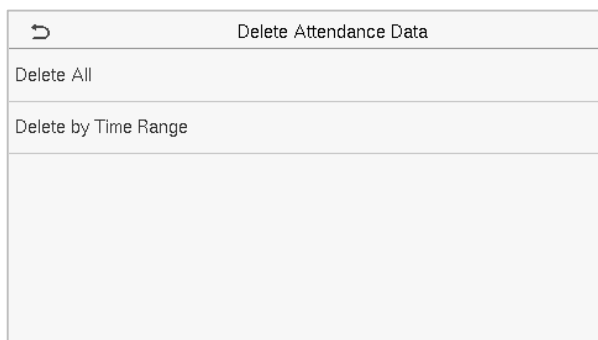
| ⤺ Delete Data ⇵ |
|---|
| Delete Attendance Data |
| Delete Attendance Photo |
| Delete Blocklist Photo |
| Delete All Data |
| Delete Admin Role |
| Delete User Photo |

| ⤺ Delete Data ⇵ |
|---|
| Delete Blocklist Photo |
| Delete All Data |
| Delete Admin Role |
| Delete User Photo |
| Delete Wallpaper |
| Delete Screen Savers |

**Function Description**
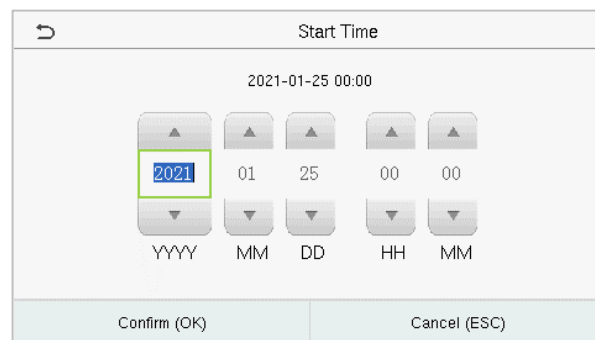
| Function Name | Description |
|---|---|
| **Delete Attendance Data** | To delete attendance records conditionally. |
| **Delete Attendance Photo** | To delete attendance photos of designated personnel. |
| **Delete Blocklist Photo** | To delete the photos taken during failed verifications. |
| **Delete All Data** | To delete information and attendance records of all registered users. |
| **Delete Admin Role** | To remove all administrator privileges. |
| **Delete Profile Photo** | To delete all profile photos in the device. |
| **Delete Wallpaper** | To delete all wallpapers in the device. |
| **Delete Screen Savers** | To delete the screen savers in the device. |

**NOTE:** The user may select Delete All or Delete by Time Range when deleting the attendance records, attendance photos, or block listed photos. When selecting Delete by Time Range, you need to set a time range to delete all data within the specified time.

| Delete Attendance Data | Start Time |
|---|---|
| Delete All | 2021-01-25 00:00 |
| Delete by Time Range | ▲ ▲ ▲ ▲ ▲ |
| | 2021   01   25   00   00 |
| | ▼ ▼ ▼ ▼ ▼ |
| | YYYY   MM   DD   HH   MM |
| | Confirm (OK)        Cancel (ESC) |

Select Delete by Time Range                          Set the time range and click **OK**.

# 9   Department Management★

Establishing an organizational structure of the company and arranging departments shift is necessary to view the department information of the device. In this menu option, you can add, edit, or remove a department.

Select **Department** on the main menu interface.
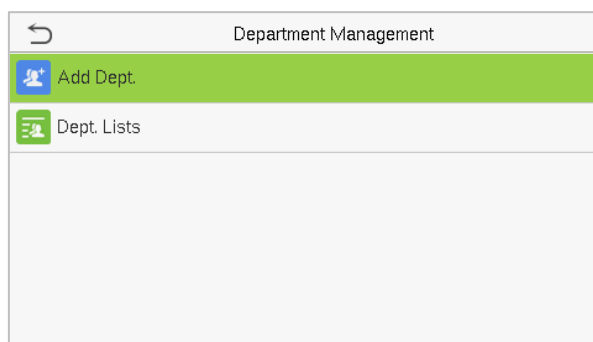


## 9.1  Add a Department

1.   Select **Add Dept.** to enter the Add Dept. interface.
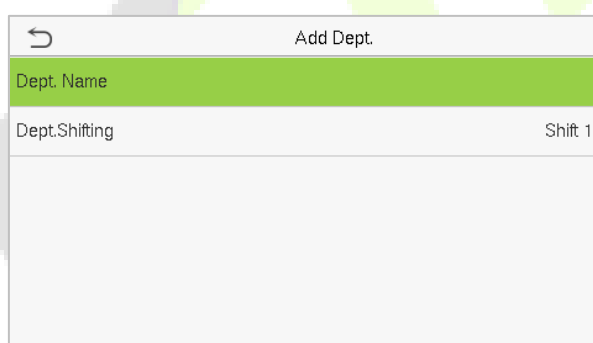


2.   Select **Dept. Name** and enter the department name.
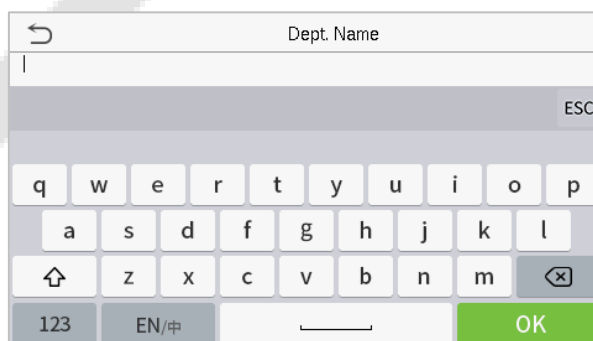


3.   Select the **Dept. Shifting** of the department.

**Note:**

1. The equipment will automatically assign numbers to departments, starting from 1 and so on.

2. **Dept. Shift:** Select the shift attendance used by all users of the department. Shifts can be set in **Shift set** > **Shifts setting**, with a maximum of 24 shifts set by default. Refer to <u>Shift Set </u>section.

## 9.2 Edit a Department

There are 8 departments in the device by default. You can edit the department name and department shift, but you cannot delete them. In addition to the 8 default departments, additional departments can be edited and deleted.



1. Select **Dept. Lists** to enter Edit Dept. interface.



2. Select a department to be edit.



3. Modify the **Dept. Name** and **Dept. Shifting**. (**Note:** The editing of the department is the same as of **Add Dept**.)

## 9.3  Delete a Department

It helps to remove one or more department as required.
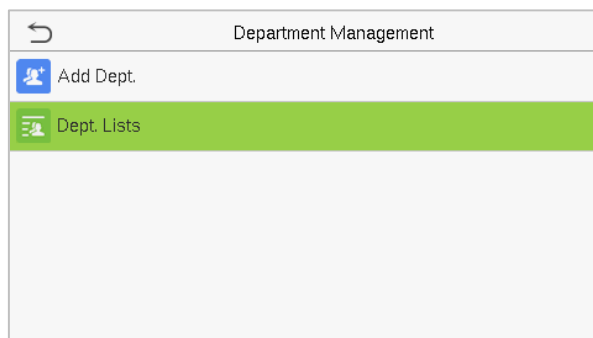


1.    Select **Dept. Lists** to enter the Dept. Lists interface.
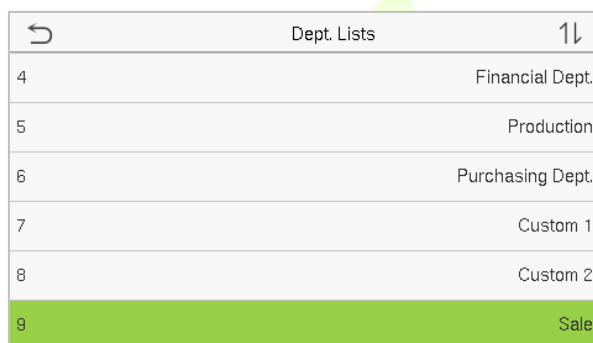


2.    Select a department to delete.
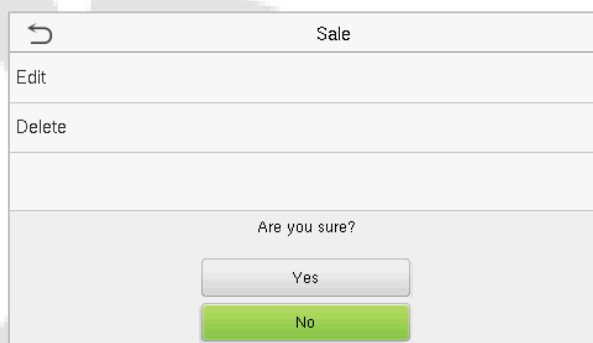


3.    Select **Delete**, and then tap **Yes**.

**Note:** Only departments other than the 8 default departments in the device can be deleted.

# 10  Shift Set★

Set attendance rules, number of shifts to be used, and schedule employees.

Select **Shift Set** option on the main menu interface.

| ⤺ | Shift Set |
|---|---|
| 📇 Attendance Rule | |
| 📇 Shift Setting | |
| 📅 Schedule | |
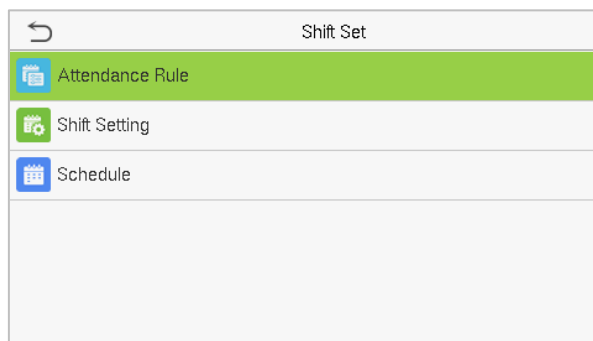
## 10.1  Attendance Rule

All attendance statistics are conducted according to the attendance rules. Therefore, the staff attendance rules need to be set first, including late, early leave calculation method, and scheduling type. Once the attendance rules are set, it is not recommended to modify them frequently as it may affect the result of attendance calculation and may cause chaos in the scheduling if it is modified in the middle of the month.

Select **Attendance Rule** on the Shift Set interface.
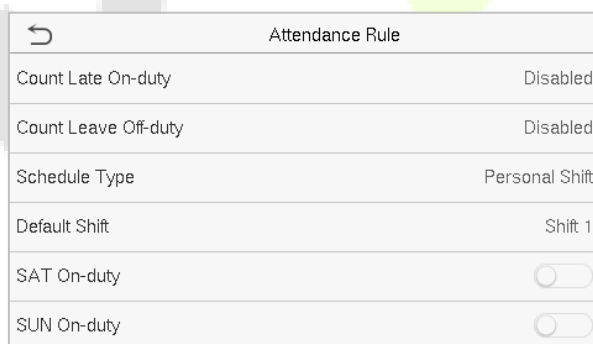
| ⤺ | Attendance Rule |
|---|---|
| Count Late On-duty | Disabled |
| Count Leave Off-duty | Disabled |
| Schedule Type | Personal Shift |
| Default Shift | Shift 1 |
| SAT On-duty | ◯ |
| SUN On-duty | ◯ |

| Item | Descriptions |
|---|---|
| **Count Late On-duty** | Set a time after which the lateness calculation for an employee should start. If it is disabled, the lateness calculation starts with the start of working hours. |
| **Count Leave Off-duty** | Set a time before which the early leave calculation for an employee should start. If disabled, it is calculated with respect to the end of the working hours. |
| **Schedule Type** | The device supports both department and individual-based scheduling.<br>If a company uses one timetable, then only one department needs to be set and department-based scheduling is recommended. |

| | If the departments have their respective timetables, department-based scheduling is recommended.<br><br>If employees may take different shifts, individual-based scheduling is recommended. |
|---|---|
| **Default Shift** | When individual-based scheduling is used, the default shift applies to all the non-scheduled employees. |
| **SAT On-duty** | Enable whether to work normally on Saturdays. |
| **SUN On-duty** | Enable whether to work normally on Sundays. |

## 10.2  Shift Setting

Select **Shift Setting** on the Shift Set interface.
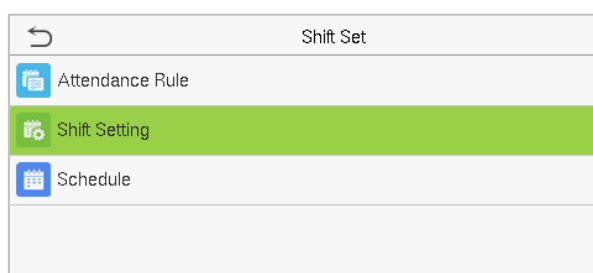


1.   Select a Shift on the list.
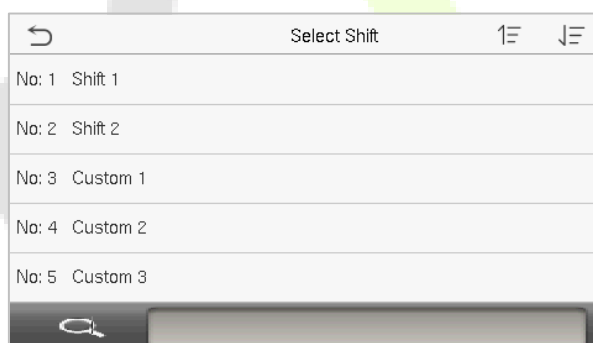


2.   Enter the "Shift Name" and set the required start and end times.
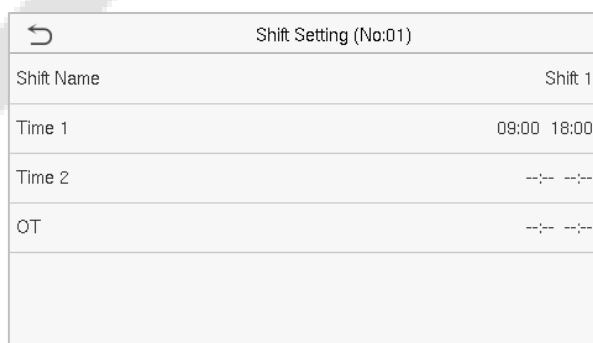


**Note:** The device supports a maximum of 24 shifts including two default shifts (Shift 1 and Shift 2). All the shifts are editable, and a single shift includes three-time ranges at most.

## 10.3  Schedule

The shifts should be set based on the actual condition of a company. If no shift is set, the system makes attendance calculations based on default shifts set in attendance rules.

Select **Schedule** on the Shift Set interface.



● **Department-based Scheduling**

Select **Shift Set** > **Attendance Rule** > **Schedule Type** > **Dept. Shifting** to schedule shift for a department.
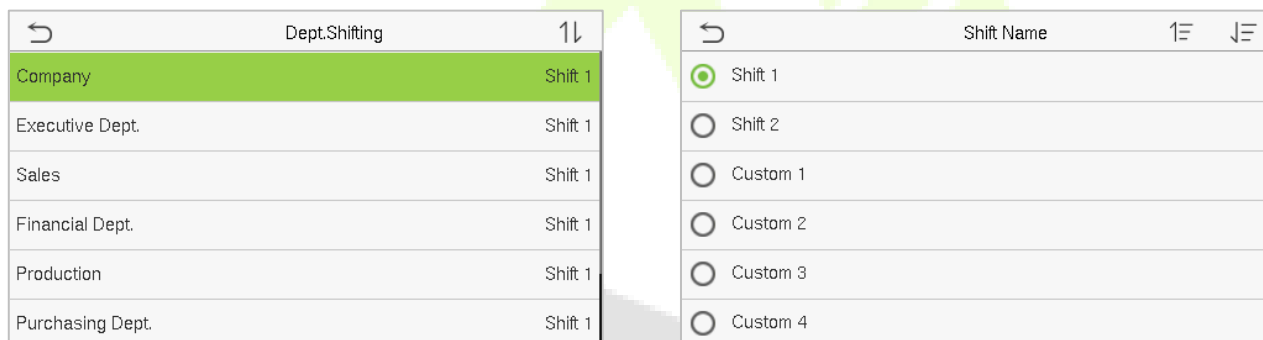


When a shift is selected for a department, it is implemented for all the members of the department.

● **Individual-based Scheduling**

Select **Shift Set** > **Attendance Rule** > **Schedule Type** > **Personal Shift** to schedule shift for an individual.

**1.  Add Schedule**

1) Tap Shift Set to enter the Schedule interface, and select **Add Personal Shift**.
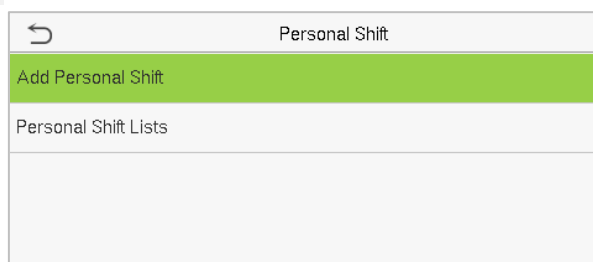


2) Enter an ID. The device automatically displays the name. Select Shift Name.

**2.    Edit Schedule**

Enter the **Personal Shift Lists** for editing when the scheduling of individual employee needs to be adjusted.

1)    Select **Personal Shift Lists** on the Personal Shift interface.



2)    Select a scheduled user.



3)    Select **Edit**, enter and modify the "Shift Name" of the user.



**Note:** The User ID cannot be modified. The other operations are the same as those performed to add a shift.

**3.   Delete a shift**

Go to the **Personal Shift Lists**, to delete an employee's schedule that is no longer required.

1)   Select **Personal Shift Lists** on the Personal Shift interface.

| ⤺ | Personal Shift |
|---|---|
| Add Personal Shift | |
| Personal Shift Lists | |

2)   Select a scheduled user.

| ⤺ | Select Personal Shift |
|---|---|
| 6 (macabre) | Shift 1 |
| 7 (Aymi) | Shift 1 |
| 🔍 | |

3)   Select **Delete** and click "**OK**" to delete the Shift successfully.

| ⤺ | macabre (Shift 1) |
|---|---|
| Edit | |
| Delete | |
| | Are you sure to delete? |
| | OK |
| | Cancel |
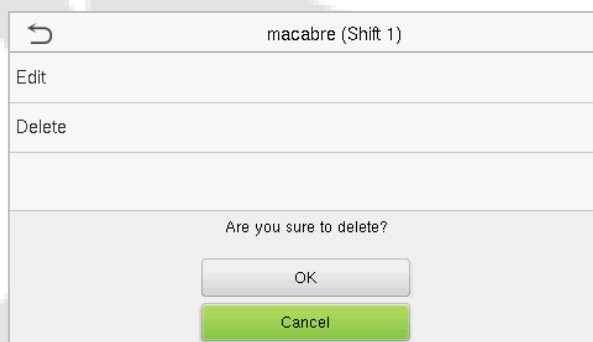
# 11 Report★

This menu item allows you to download statistical reports of attendance or attendance setting reports to a USB flash drive or SD card. You can also upload attendance setting reports with defined shifts and employees' schedules. The device gives priority to the schedules in an attendance setting report.

Select **Report** on the main menu interface.
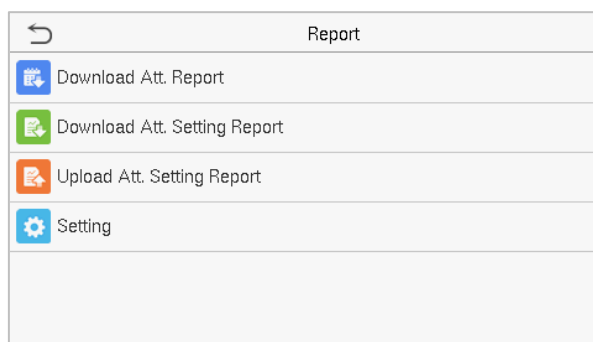


**Note:** First insert the USB flash drive into the USB slot of the machine, and then enter the main menu to perform the related operations of the **Report**.

## 11.1 Download Att. Report

1. Select **Download Att. Report** on the Report interface.
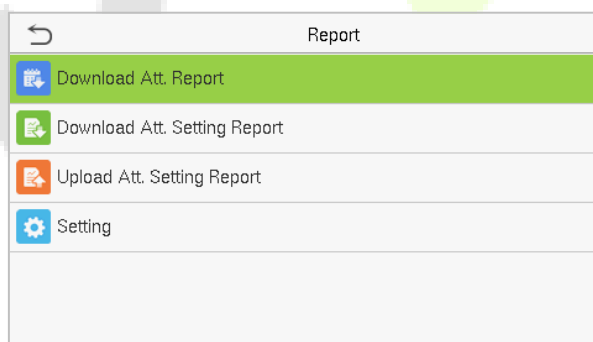


2. Set the on-duty time and click **Confirm (OK)**.

**3.** Set the off-duty time and click **Confirm (OK)**.



When Data download succeeds, Press **[M/OK]** to take out the USB disk. The SSRTemplateS.xls gets stored in the USB disk. The Schedule Information, Statistical Report of Attendance, Attendance Record Report, Exception Statistic Report, and Card Report can be viewed on a PC. The following reports show the preceding information:

To make reports more understandable, a report containing two-day attendance records of four employees is provided as an example.

❖ **Schedule Information Report:** The report allows you to view schedule records of all employees.

### Schedule Information Report

Stat.Date:     2020-08-01 ~ 2020-08-15                                              Special shifts:25-Ask for leave, 26-Out, Null-Holiday

| ID | Name | Department | 1 FEB | 2 MAR | | | | | | | | | | | | | |
|----|------|------------|-------|-------|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Joe | company | 1 | 1 | | | | | | | | | | | | | |
| 2 | David | company | 1 | 1 | | | | | | | | | | | | | |
| 3 | Mark | company | 1 | 1 | | | | | | | | | | | | | |
| 4 | Tom | company | 1 | 1 | | | | | | | | | | | | | |

❖ **Statistical Report of Attendance:** The report allows you to query the attendance of each person in a specified period. Salaries can be calculated directly based on this report.

### Statistical Report of Attendance

Stat.Date: 2020-08-01~2020-08-15

| ID | Name | Department | Work hour | | Late | | Leave early | | Overtime hour | | Att. Days (Nor./Real) | Out t(Day) | Absen t(Day) | AFL (Day) | Additem payment | | | Deduction payment | | | Real pay | Note |
|----|------|------------|-----------|----|------|-----|-------------|-----|---------------|--------|------------------------|------------|--------------|-----------|----------------|--------|---------|------------------|-----|-----------|----------|------|
| | | | Normal | Real | Times | Min | Times | Min | Workday | Holiday | | | | | Label | Overtime | Subsidy | Late/Leave | AFL | Cutpayment | | |
| 1 | Joe | company | 18:00 | 17:50 | 0 | 0 | 1 | 10 | 00:00 | 00:00 | 2/2 | 0 | 0 | 0 | | | | | | | | |
| 2 | David | company | 18:00 | 17:48 | 1 | 12 | 0 | 0 | 00:00 | 00:00 | 2/2 | 0 | 0 | 0 | | | | | | | | |
| 3 | Mark | company | 18:00 | 08:50 | 1 | 5 | 1 | 10 | 00:00 | 00:00 | 2/2 | 0 | 0 | 0 | | | | | | | | |
| 4 | Tom | company | 18:00 | 18:00 | 0 | 0 | 0 | 0 | 00:00 | 00:00 | 2/2 | 0 | 0 | 0 | | | | | | | | |

**Note:** The unit of Work hour and Overtime hour in the Statistical Report of Attendance is HH: MM. For example, 17:50 indicates that the on-duty time is 17 hours and 50 minutes.

❖ **Attendance Record Report:** The report lists the daily attendance records of all employees within a specified period.

**Attendance Record Report**

| Att. Time | 2020-08-01~2020-08-15 | | | | | Tabulation 2019-08-15 | | | | | | | | | | | | | | | | |

| 1 | 2 | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ID: | 1 | | | | Name: | Joe | | | | | Dept.: | company | | | | | | | | | | |
| 07:26 | 07:54 | | | | | | | | | | | | | | | | | | | | | |
| 12:25 | 12:56 | | | | | | | | | | | | | | | | | | | | | |
| 13:31 | 13:51 | | | | | | | | | | | | | | | | | | | | | |
| 17:50 | 18:52 | | | | | | | | | | | | | | | | | | | | | |
| ID: | 2 | | | | Name: | David | | | | | Dept.: | company | | | | | | | | | | |
| 07:36 | 09:12 | | | | | | | | | | | | | | | | | | | | | |
| 12:26 | 15:50 | | | | | | | | | | | | | | | | | | | | | |
| 13:31 | 15:51 | | | | | | | | | | | | | | | | | | | | | |
| 18:31 | 18:52 | | | | | | | | | | | | | | | | | | | | | |
| ID: | 3 | | | | Name: | Mark | | | | | Dept.: | company | | | | | | | | | | |
| 07:50 | | | | | | | | | | | | | | | | | | | | | | |
| 12:30 | 09:05 | | | | | | | | | | | | | | | | | | | | | |
| 17:50 | | | | | | | | | | | | | | | | | | | | | | |
| ID: | 4 | | | | Name: | Jack | | | | | Dept.: | company | | | | | | | | | | |
| 07:45 | 08:11 | | | | | | | | | | | | | | | | | | | | | |
| 12:50 | 17:55 | | | | | | | | | | | | | | | | | | | | | |
| 18:31 | 18:06 | | | | | | | | | | | | | | | | | | | | | |

❖ **Exception Statistic Report:** The report displays the attendance exceptions of all employees within a specified period so that the attendance department handles the exceptions and confirm them with the employees involved and their supervisors.

**Exception Statistic Report**

Stat.Date:     2020-01-01 ~ 2020-08-15

| ID | Name | Department | Date | First time zone | | Second time zone | | Late time(Min) | Leave early(Min) | Absence (Min) | Total(Min) | Note |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | On-duty | Off-duty | On-duty | Off-duty | | | | | |
| 1 | Joe | company | 2019-08-01 | 07:26 | 17:50 | | | 0 | 10 | 0 | 10 | |
| 2 | David | company | 2019-08-02 | 09:12 | 18:52 | | | 12 | 0 | 0 | 12 | |
| 3 | Mark | company | 2019-08-01 | 07:50 | 17:50 | | | 0 | 10 | 0 | 10 | |
| 4 | Tom | company | 2019-08-02 | 09:05 | | | | 5 | 0 | 535 | 540 | |

❖ **Card Report:** The report can substitute for clock-based cards and can be sent to each employee for confirmation.

**Card Report**

Att. Date:   2020-08-01 ~ 2020-08-15         Tabulation: 2020-08-15

| Dept. | company | | | | | | | | Name | Joe | | Dept. | company | | | | | | | | Name | David | | Dept. | company | | | | | | | | Name | Mark | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Date | 2020-08-01 ~ 2020-08-15 | | | | | | ID | | 1 | | | Date | 2020-08-01 ~ 2020-08-15 | | | | | ID | | 2 | | | Date | 2020-08-01 ~ 2020-08-15 | | | | | ID | | 3 | | | |
| Absent(Day) | AFL (Day) | Out (Day) | On-duty | Overtime(H) | | Late | | Leave early | | Absent(Day) | AFL (Day) | Out (Day) | On-duty | Overtime(H) | | Late | | Leave early | | Absent(Day) | AFL (Day) | Out (Day) | On-duty | Overtime(H) | | Late | | Leave early | |
| | | | | Workday | Holiday | (Times) | (Min) | (Times) | (Min) | | | | | Workday | Holiday | (Times) | (Min) | (Times) | (Min) | | | | | Workday | Holiday | (Times) | (Min) | (Times) | (Min) |
| 0 | 0 | 0 | 2 | 0.0 | 0.0 | 0 | 0 | 1 | 10 | 0 | 0 | 0 | 2 | 0.0 | 0.0 | 1 | 12 | 0 | 0 | 0 | 0 | 0 | 2 | 0.0 | 0.0 | 1 | 5 | 1 | 10 |

| | Att. Report | | | | | | | Att. Report | | | | | | | Att. Report | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Week | First time zone | | Second time zone | | Overtime | | Week | First time zone | | Second time zone | | Overtime | | Week | First time zone | | Second time zone | | Overtime | |
| Date | On-duty | Off-duty | On-duty | Off-duty | Check-In | Check-Out | Date | On-duty | Off-duty | On-duty | Off-duty | Check-In | Check-Out | Date | On-duty | Off-duty | On-duty | Off-duty | Check-In | Check-Out |
| 01 FEB | 07:26 | 17:50 | | | | | 01 FEB | 07:36 | 18:31 | | | | | 01 FEB | 07:50 | 17:50 | | | | |
| 02 MAR | 07:54 | 18:52 | | | | | 02 MAR | 09:12 | 18:52 | | | | | 02 MAR | 09:05 | | | | | |

## 11.2 Download Att. Setting Report

If shifts are complex or the shifts of a person are not fixed, it is recommended that the attendance setting report be downloaded and shifts and schedules be set for employees in the attendance setting report.

Select **Download Att. Setting Report** on the Report interface.
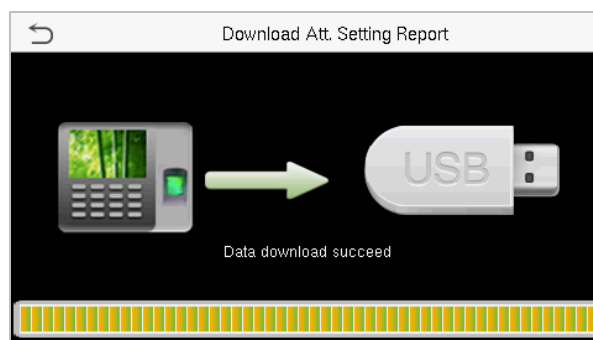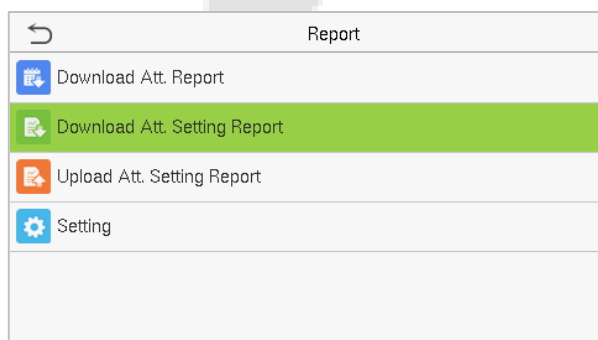
Open the setting "AttSettingE.xls" in the USB disk on a PC. Set the Shift in the Attendance setting report. The shifts that have been set on the attendance machine shall be displayed. (For more details, see Shift Setting. You can modify the 24 shifts and add more shifts. After modification, the shifts shall prevail on the attendance machine.

## Attendance Setting Report

| Number | First time zone | | Second time zone | | Overtime | |
|---|---|---|---|---|---|---|
| | On-duty | Off-duty | On-duty | Off-duty | Check-In | Check-Out |
| 1 | 9:00 | 18:00 | | | | |
| 2 | 9:00 | 12:00 | 13:30 | 18:00 | | |
| 3 | 9:00 | 12:00 | 13:30 | 18:00 | | |
| 4 | 9:00 | 12:00 | 13:30 | 18:00 | | |
| 5 | 9:00 | 12:00 | 13:30 | 18:00 | | |
| 6 | 9:00 | 12:00 | 13:30 | 18:00 | | |
| 7 | 9:00 | 12:00 | 13:30 | 18:00 | | |
| 8 | 9:00 | 12:00 | 13:30 | 18:00 | | |
| 9 | 9:00 | 12:00 | 13:30 | 18:00 | | |
| 10 | 9:00 | 12:00 | 13:30 | 18:00 | | |
| 11 | 9:00 | 12:00 | 13:30 | 18:00 | | |
| 12 | 9:00 | 12:00 | 13:30 | 18:00 | | |
| 13 | 9:00 | 12:00 | 13:30 | 18:00 | | |
| 14 | 9:00 | 12:00 | 13:30 | 18:00 | | |
| 15 | 9:00 | 12:00 | 13:30 | 18:00 | | |
| 16 | 9:00 | 12:00 | 13:30 | 18:00 | | |
| 17 | 9:00 | 12:00 | 13:30 | 18:00 | | |
| 18 | 9:00 | 12:00 | 13:30 | 18:00 | | |
| 19 | 9:00 | 12:00 | 13:30 | 18:00 | | |
| 20 | 9:00 | 12:00 | 13:30 | 18:00 | | |
| 21 | 9:00 | 12:00 | 13:30 | 18:00 | | |
| 22 | 9:00 | 12:00 | 13:30 | 18:00 | | |
| 23 | 9:00 | 12:00 | 13:30 | 18:00 | | |
| 24 | 9:00 | 12:00 | 13:30 | 18:00 | | |

**i**

Enter the On-duty and Off-duty time in the corresponding columns, where the First time zone shall be the On-duty or Off-duty time of Time 1 of Shift Setting, and the Second time zone shall be the On-duty or Off-duty time of Time 2.

For the correct schedule time format, see "What is the correct time format used in the setting reports" in the "Self-Service Attendance Terminal FAQs."

**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 to set the **Attendance Setting Report.** Shift 25 is for leave and Shift 26 is for out.

## Schedule Setting Report

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

Schedule date: 2020-8-1

| ID | Name | Department | Card number | 1 THU | 2 FRI | 3 SAT | 4 SUN | 5 MON | 6 TUE | 7 WED | 8 THU | 9 FRI | 10 SAT | 11 SUN | 12 MON | 13 TUE | 14 WED | 15 THU | 16 FRI | 17 SAT | 18 SUN | 19 MON | 20 TUE | 21 WED | 22 THU | 23 FRI | 24 SAT | 25 SUN | 26 MON | 27 TUE | 28 WED | 29 THU | 30 FRI | 31 SAT |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Joe | company | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | David | company | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Mark | company | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Jack | company | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

**Notes:**

1. The shifts of only 31 days can be arranged in one schedule setting report. For example, if the scheduling date is 2022-1-1, the schedule setting report contains the schedules of 31 days after 2022-1-1, that is, scheduled from 2022-1-1 to 2022-1-31. If the scheduling date is 2022-1-6, the schedule setting report contains the schedules of 31 days after 2022-1-6, that is, scheduled from 2022-1-6 to 2022-2-5.

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

## 11.3  Upload Att. Setting Report

After setting the attendance setting table, save the "Setting Report.xls" to the USB flash drive and reinsert the USB flash drive into the USB slot of the device.

Select **Upload Att. Setting Report** on the Report interface.
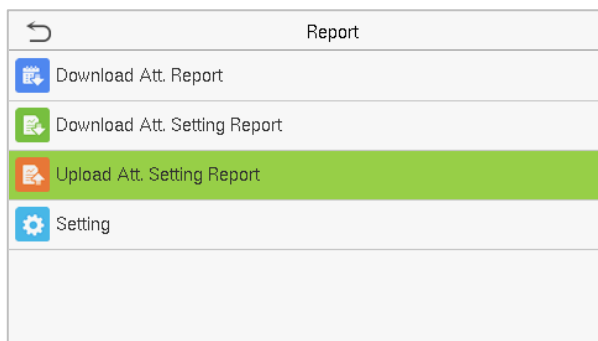


After uploading, remove the USB disk or SD card. At this time, the employee information, shift, and department in the setting report can be viewed respectively by the Management User, Shift Number, and Department available in the device. Or the above information and scheduling information can be seen in the standard download report.

**Note:** If the schedule time format is incorrect, Re-upload the attendance setting report after modification.

## 11.4  Setting

Set whether to synchronize the card report and distinguish the device ID when downloading the attendance report.

Select **Setting** on the Report interface.
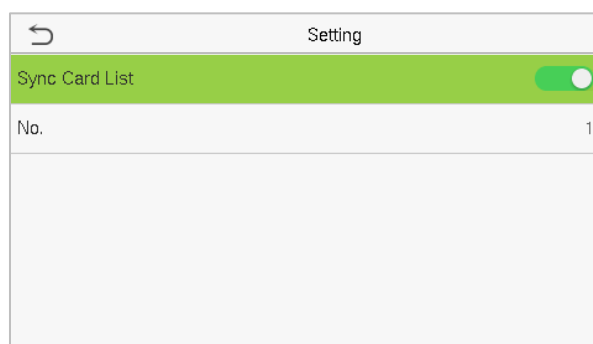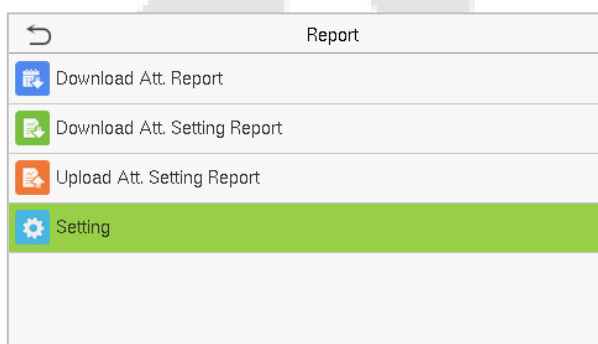
# 12   Access Control

On the **Main Menu**, tap **Access Control** to set the schedule of lock.

```
┌─────────────────────────────────────────────┐
│  ⤺                   Access Control          │
├─────────────────────────────────────────────┤
│  🔳  Access Control Options                   │
│                                               │
│                                               │
│                                               │
│                                               │
│                                               │
└─────────────────────────────────────────────┘
```

## 12.1   Access Control Options

Tap **Access Control Options** on the **Access Control** interface to set the parameters of the control lock of the terminal and related equipment.

```
┌─────────────────────────────────────────────┐
│  ⤺              Access Control Options        │
├─────────────────────────────────────────────┤
│  Door Lock Delay (s)                      10  │
│  Door Sensor Delay (s)                    10  │
│  Door Sensor Type           Normal Close (NC) │
│                                               │
│                                               │
└─────────────────────────────────────────────┘
```
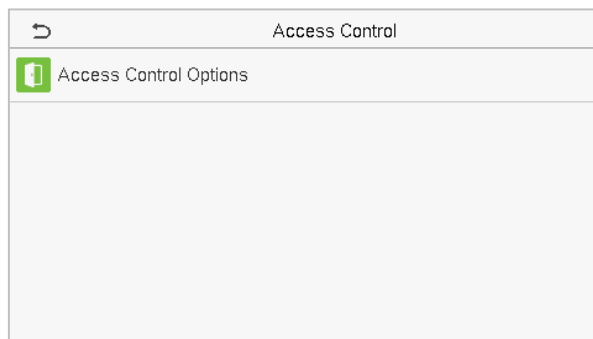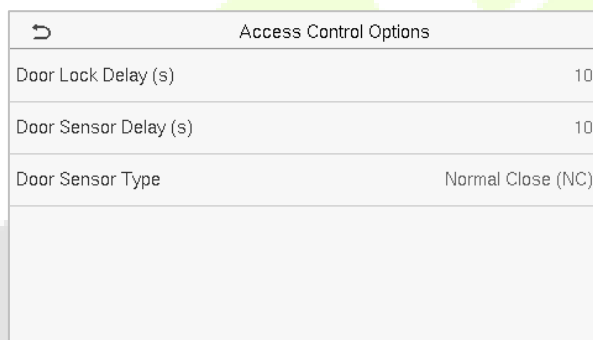
**Function Description**

| Function Name | Description |
| --- | --- |
| **Door Lock Delay (s)** | The amount of time that the device controls the electric lock to be in unlock state.<br>Valid value: 1~10 seconds; 0 seconds represents disabling the function. |
| **Door Sensor Delay (s)** | An alarm is triggered if the door is not closed within a defined time (Door Sensor Delay).<br>The valid value of Door Sensor Delay ranges from 1 to 255 seconds. |
| **Door Sensor Type** | There are three Sensor types: **None, Normal Open,** and **Normal Closed**.<br>**None:** It means the door sensor is not in use.<br>**Normal Open:** The door is always open when electric power is on.<br>**Normal Closed:** The door is always close when electric power is on. |

# 13  USB Manager

You can import the user information, work code, and attendance data in the device to match the attendance for processing by using a USB disk or import the user information and work code to other fingerprint devices for backup.

**NOTE:** Before uploading/downloading data from/to the USB disk, insert the USB disk into the USB slot first.

Tap **USB Manager** on the main menu interface.



## 13.1  Download

Tap **Download** on the **USB Manager interface**.
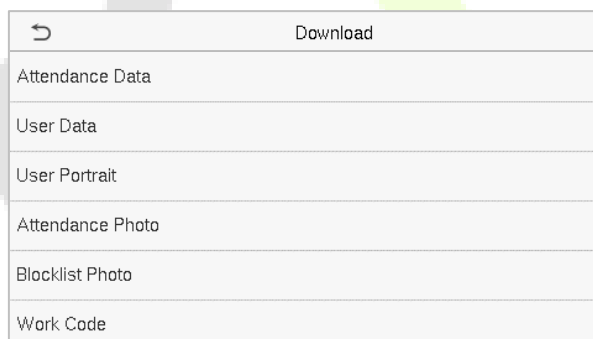


| Function Name | Description |
|---|---|
| **Attendance Data** | To download attendance data in a specified time into a USB disk. |
| **User Data** | To download all user information from the device into a USB disk. |
| **User Portrait** | To download all user photos from the device into a USB disk. |
| **Attendance Photo** | To download all attendance photos from the device into a USB disk. |
| **Blocklist Photo** | To download all block listed photos (photos taken after failed verifications) from the device into a USB disk. |
| **Work Code** | To save the work code in the device to a USB disk. |

## 13.2 Upload

Tap **Upload** on the **USB Manager interface**.

| Upload |
|---|
| Screen Saver |
| Wallpaper |
| User Data |
| User Portrait |
| Upload work code |
| |

| Function Name | Description |
|---|---|
| **Screen Saver** | To upload all screen savers from USB disk into the device. You can choose **Upload selected photo** or **Upload all photos**. The images will be displayed on the device's main interface once uploaded. Create a folder named "**advertise**" in the root directory of the USB disk and put the advertising photos in this directory before uploading. |
| **Wallpaper** | To upload all wallpapers from USB disk into the device. You can choose **Upload selected photo** or **Upload all photos**. The images will be displayed on the screen once uploaded. Create a folder named "**wallpaper**" in the root directory of the USB disk and put the wallpaper photos in this directory before uploading. |
| **User Date** | To upload all the user information from the USB disk into the device. |
| **User Portrait** | To upload all user photos from a USB disk into the device. |
| **Upload Work Code** | To upload work code from a USB disk into the device. |

## 13.3 Download Options

Tap **Download Options** on the **USB Manager interface**.

| Download Options | |
|---|---|
| Encrypt Attendance Data | 🟢 |
| Delete ATT Data | 🟢 |

| Function Name | Description |
|---|---|
| **Encrypt Attendance Date** | The attendance data is encrypted during the uploading and downloading. |
| **Delete ATT Data** | After successful downloading, the attendance data on the device is deleted. |

# 14  Attendance Search

Once the identity of a user is verified, the Attendance Record is saved in the device. This function enables users to check their access records.

Click **Attendance Search** on the **Main Menu** interface to search for the required Attendance Record.
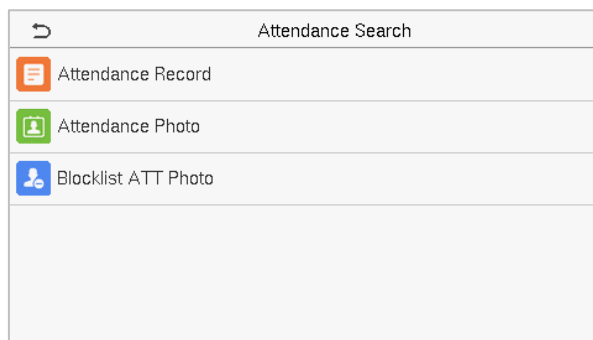


The process of searching for attendance and blocklist photos is similar to that of searching for Attendance Record. The following is an example of searching for Attendance Record.

On the **Attendance Search** interface, tap **Attendance Record** to search for the required record.

1. Enter the user ID to be searched and click **OK**. For the records of all users, click **OK** without entering any user ID.



2. Select the time range within which the logs need to be searched.
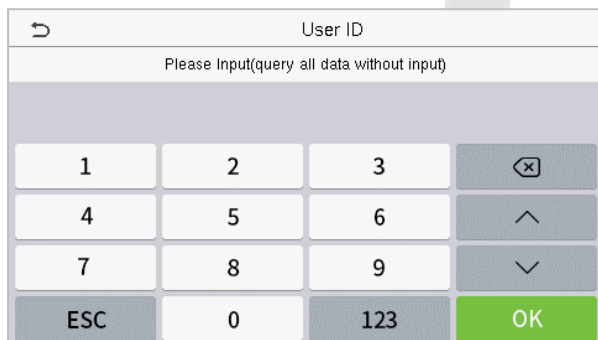


3. Once the log search succeeds, tap the record highlighted in green to view its details.



4. The below figure shows the details of the selected record.

# 15  Work Code

Employees' salaries are subject to their attendance records. An employee can be engaged in more than one type of work which may vary with time. As the pay varies according to the work types, the FFR terminal provides a parameter to indicate the corresponding work type for every attendance record to facilitate rapid understanding of different attendance situations during the handling of attendance data.

On the **Main Menu**, tap **Work Code** to set the work code.

| | |
|---|---|
| ↩ | Work Code |
| 📞 New Work Code | |
| ⚙ All Work Codes | |
| 📄 Work Code Options | |

## 15.1  Add a Work Code

| | |
|---|---|
| ↩ | New Work Code |
| ID | 1 |
| Name | |
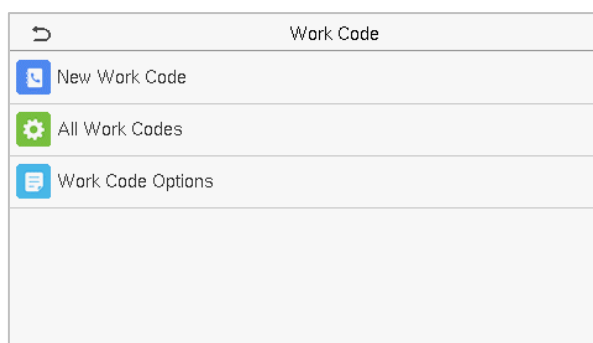
**Function Description**

| Function Name | Description |
|---|---|
| **ID** | It is the digital code of the work code. Users may set a valid value between 1 and 99999999. |
| **Name** | It is the naming of the work code. |

## 15.2 All Work Codes

You can view, edit and delete work codes in All Work Codes. The process of editing a work code is the same as adding a work code, except that the ID is not allowed to be modified.

| All Work Codes | |
|---|---|
| 1 | Public |
| 2 | OT |
| 3 | Developer |
| 4 | Design |

| 3 |
|---|
| Edit |
| Delete |

## 15.3 Work Code Options

To set whether entering the work code is a must and whether the entered work code must exist during authentication.

| Work Code Options | |
|---|---|
| Work Code Required | ⚪ |
| Work Code Must Defined | ⚪ |

| Work Code Options | |
|---|---|
| Work Code Required | 🟢 |
| Input Screen Timeout(s) | 5 |
| Work Code Must Defined | 🟢 |

In **1: N** or **1:1** verification, the system will automatically pop up the following window. Select the corresponding Word Code manually to verify successfully.

| Work Code | |
|---|---|
| 1 | Public |
| 2 | OT |
| 3 | Developer |
| 4 | Design |
| Enter work : | |

| 09:53 | ≡ |
|---|---|

Successfully verified.

Name : Mike

User ID : 2

Verify : Card

# 16  Autotest

On the Main Menu, tap Autotest to automatically test whether all modules in the device function properly, including the LCD, Voice, Camera, and Real-Time Clock (RTC).



## Function Description
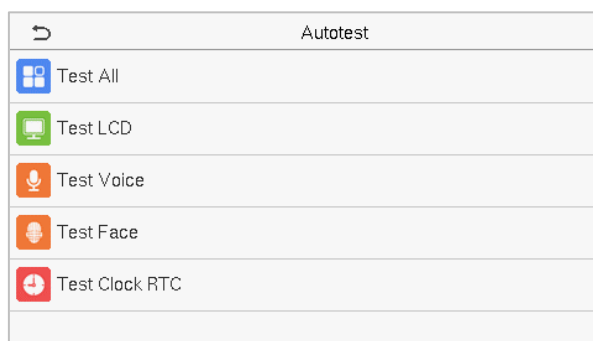
| Function Name | Description |
|---|---|
| **Test All** | To automatically test whether the LCD, Audio, Camera and RTC are working normally. |
| **Test LCD** | To automatically test the display of the LCD screen by displaying all the color bands including pure white and pure black to check whether the screen displays the colors accurately. |
| **Test Voice** | To automatically test whether the audio files stored in the device are complete and the voice quality is good. |
| **Test Face** | To test if the camera functions properly it checks the photos taken and determines if they are clear enough. |
| **Test Clock RTC** | To test the RTC. The device checks whether the clock works normally and accurately with a stopwatch. Touch the screen to start counting and press it again to stop counting. |

# 17  System Information

On the **Main Menu**, tap **System Info** to view the storage status, the version information of the device, and firmware information.
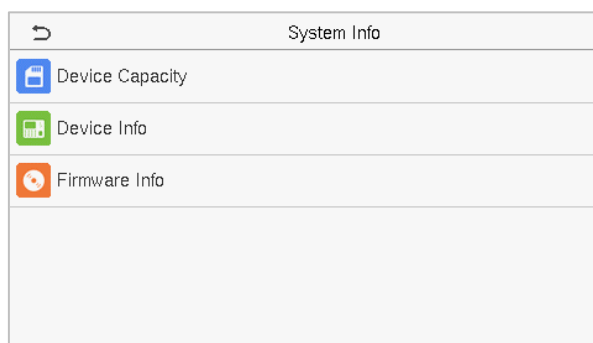


**Function Description**

| Function Name | Description |
|---|---|
| **Device Capacity** | Displays the current device's user storage, password, face and card★ storage, administrators, attendance records, attendance and blocklist photos, and profile photos. |
| **Device Info** | Displays the device's name, serial number, MAC address, face algorithm, version information, platform information, manufacturer, and manufacture date. |
| **Firmware Info** | Displays the firmware version and other version information of the device. |

# 18　Connect to ZKBioAccess IVS Software

## 18.1　Set the Communication Address

● **Device side**

1. Tap **COMM.** > **Ethernet** in the main menu to set the IP address and gateway of the device.

   (**Note:** The IP address should be able to communicate with the ZKBioAccess IVS server, preferably in the same network segment with the server address)

2. In the main menu, click **COMM.** > **Cloud Server Setting** to set the server address and server port.

   **Server address:** Set the IP address as of ZKBioAccess IVS server.

   **Server port:** Set the server port as of ZKBioAccess IVS(The default is 8881).

| ⤺　　Ethernet　　⇅ | |
|---|---|
| IP Address | 192.168.163.99 |
| Subnet Mask | 255.255.255.0 |
| Gateway | 192.168.163.1 |
| DNS | 0.0.0.0 |
| TCP COMM.Port | 4370 |
| DHCP | ⚪ |

| ⤺　　Cloud Server Setting　　⇅ | |
|---|---|
| Server Mode | ADMS |
| Enable Domain Name | ⚪ |
| Server Address | 0.0.0.0 |
| Server Port | 8081 |
| Enable Proxy Server | ⚪ |
| HTTPS | ⚪ |

● **Software side**

Login to ZKBioAccess IVS software, click **System** > **Communication** > **Communication Monitor** to set the ADMS service port, as shown in the figure below:
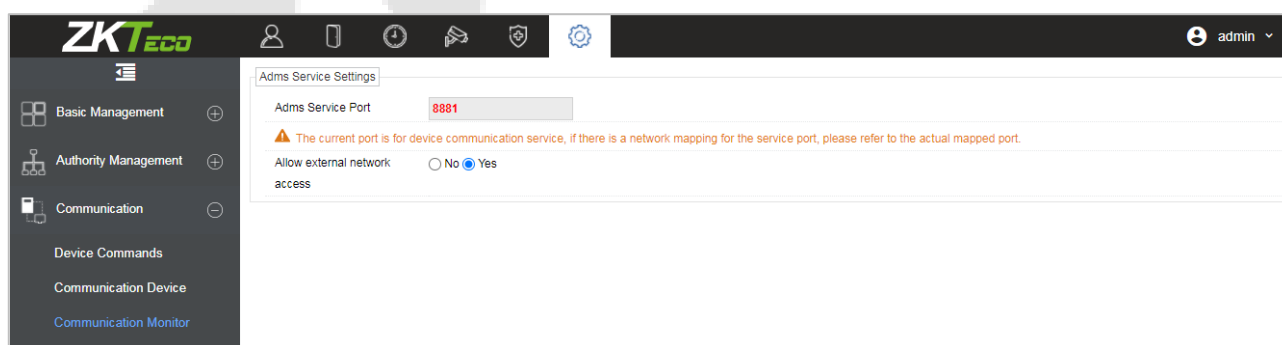


## 18.2　Add Device on the Software

Add the device by searching. The process is as follows:

1. Click **Attendance** > **Attendance Device** > **Device** > **Search**, to open the Search interface in the software.

2.  Click **Search**, and it will prompt [**Searching**……].

3.  After searching, the list and total number of access controllers will be displayed.



4.  Click [**Add**] in operation column, a new window will pop-up. Select Icon type, Area, and Add to Level from each dropdown and click [**OK**] to add the device.

## 18.3  Add Personnel on the Software

1.  Click **Personnel** > **Person** > **New**:



2.  Fill in all the required fields and click [**OK**] to register a new user.

3.  Click **Attendance > Attendance Device** > **Device** > **Control** > **Synchronize Software Data to the Devices** to synchronize all the data to the device including the new users.

# Appendix 1

## Self-Service Attendance Terminal FAQs

**1. Does self-service attendance terminal support scheduling based on every other day?**
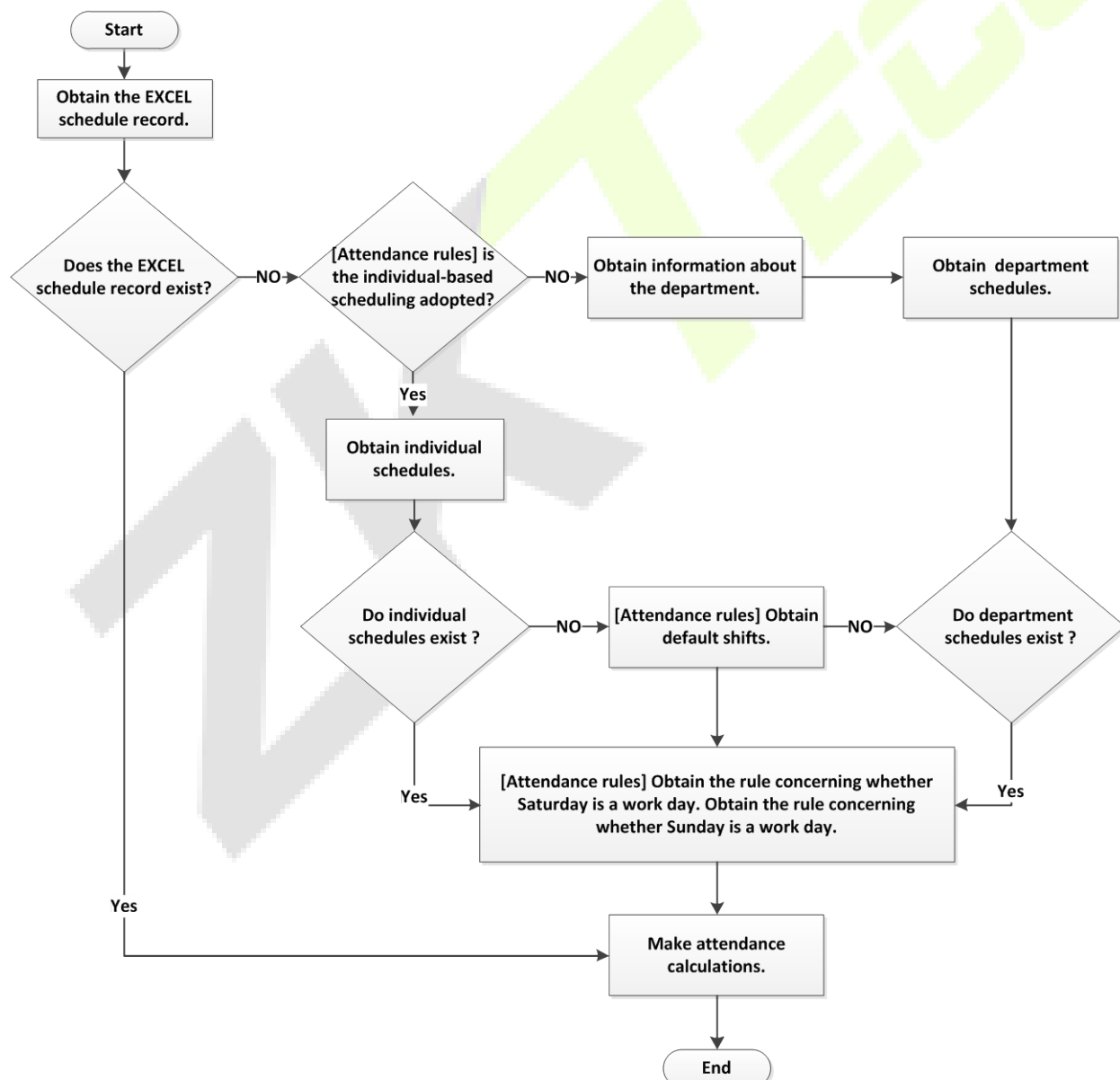
**A:** No.

**2. Can the setting records downloaded from the device be edited on WPS software?**

**A:** Yes. Setting records are supported in Microsoft Office 2003, Microsoft Office 2007, and WPS Office 2012 Personal.

**3. What is the attendance calculation flow adopted by the self-service attendance terminal?**

**A:** SSR attendance calculation flow.

**4. How to calculate special overtime hours?**

The following cases are deemed special overtime:

a)  When an EXCEL schedule record exists and attendance reports are used for attendance calculation, there are check-in and check-out records though there is no schedule (or rest is arranged) for the current date.

b)  When no EXCEL schedule record is available, there are check-in and check-out records though Saturday and Sunday are non-working days.

Overtime hours refer to the duration counted from the first check-in time to the last check-out time on the current day.

**5. How to arrange schedules using the attendance setting report?**

Step 1: Insert a USB flash drive into the USB port or SD card into the SD port of the device and download the Attendance Setting Report.xls to the USB flash drive or SD card.

Step 2: Open the Attendance Setting Report.xls on a computer.

Step 3: Set shifts in the Attendance Setting Report.xls as required.



Data enclosed by a red rectangle is new shifts (shift 3 and shift 4). To add a shift, enter a time directly, in the range of 00:00 to 24:00.

Step 4: Arrange schedules for employees.



**Note:** Dates must be set correctly. For example, if the scheduling date is 2012-1-1, the schedule setting report contains the schedules of 31 days after 2012-1-1, that is, the schedule from 2012-1-1 to 2012-1-31. If the scheduling date is 2012-1-6, the schedule setting report contains schedules of 31 days after 2012-1-6, that is, the schedule from 2012-1-6 to 2012-2-5.

Step 5: Insert a USB flash drive into the USB port or SD card into the SD port of the device and upload the *Attendance Setting Report.xls* to the device. Then, the schedules in the *Attendance Setting Report* can be used.

**6. What is the correct time format used in the setting reports?**

**A.** The correct time format is shown in the following table.

| Shift No. | First Time Range | | Second Time Range | | Overtime Range | |
|---|---|---|---|---|---|---|
| | On-duty | Off-duty | On-duty | Off-duty | Check-in | Check-out |
| 1 | 09:00 | 18:00 | | | | |
| 2 | 09:00 | 12:00 | 13:30 | 18:00 | | |
| 3 | 9:5 | 18:00 | | | | |

**B.** Incorrect time formats are as follows:

a) A time value is beyond the time range, such as 24:00.

b) A time value contains Chinese characters, for example, 9:00, which differs from 9:00.

c) A time value is preceded by a space. As shown in the following table, there is a space in front of 09:00 in shift 1.

| Shift No. | First Time Range | | Second Time Range | | Overtime Range | |
|---|---|---|---|---|---|---|
| | On-duty | Off-duty | On-duty | Off-duty | Check-in | Check-out |
| 1 | 09:00 | 18:00 | | | | |
| 2 | 09:00 | 12:00 | 13:30 | 18:00 | | |
| 3 | 9:5 | 18:00 | | | | |

d) A time value contains special characters, for example, _9:00 and 09:-1.

The device performs a validity check and error tolerance for other formats.

**7. How does the self-service attendance terminal collect the correct attendance time based on the preset shift time?**

**A:** The device collects attendance time based on the following principles:

a) Adopt the earliest time for normal attendance and the nearest time for abnormal attendance.

b) Adopt the normal attendance time if the normal attendance time and abnormal attendance time coexist.

c) Adopt a median in the attendance time range.
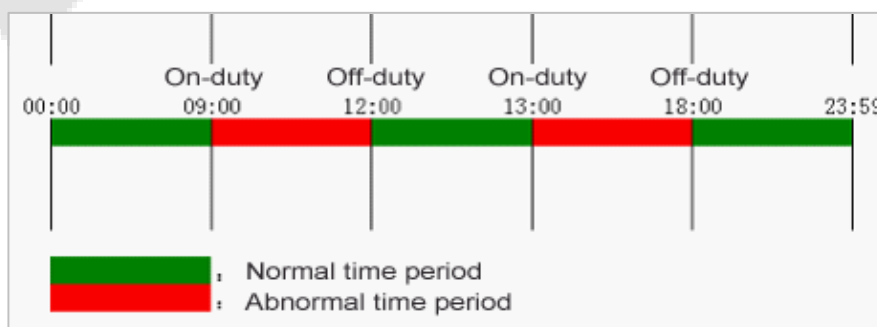
**B:** The following uses four examples to describe the preceding principles.

**Example 1: Normal attendance**

| Attendance Time Range | 09:00 — 12:00 | 13:00 — 18:00 | | | |
|---|---|---|---|---|---|
| Attendance time of #1 employee | 8:30, 8:35, 11:55,12:01, 12:50, 18:02,19:00 | | | | |
| Statistical result based on attendance rules | 8:30 | 12:01 | 12:50 | 18:02 | |

**Description:** The attendance time 8:30 and 8:35 are earlier than the on-duty time 9:00 and they are within the normal attendance time range. Therefore, 8:30 is adopted for the on-duty time 9:00 based on the principle of adopting the earliest time for normal attendance. 18:02 and 19:00 are later than the off-duty time 18:00, and therefore, 18:02 is adopted based on the same principle.

**Example 2: Late arrival**

| Attendance Time Range | 09:00 — 12:00 | 13:00 — 18:00 | | | |
|---|---|---|---|---|---|
| Attendance time of #1 employee | 9:01, 9:04, 12:01, 12:50, 18:00 | | | | |
| Statistical result based on attendance rules | 9:01 | 12:01 | 12:50 | 18:00 | |

**Description:** Employer 1 checks in for work at 9:01 and 9:04 and he/she is late based on the preset on-duty time. Based on the principle of adopting the nearest time for abnormal attendance, the correct check-in time is 9:01 rather than 9:04 because of 9:01 is nearer 9:00.

**Example 3: Early leave**

| Attendance Time Range | 09:00 — 12:00 | 13:00 — 18:00 | | | |
|---|---|---|---|---|---|
| Attendance time of #1 employee | 8:50, 11:40,11:55, 12:50, 18:01 | | | | |
| Statistical result based on attendance rules | 8:50 | 11:55 | 12:50 | 18:01 | |

**Description:** The attendance time 12:50 is adopted based on the principle of adopting a median in the attendance time range. For the attendance time range from 9:00 to 12:00, the normal check-out time range for the off-duty time 12:00 is from 12:00 to 12:30 (that is, 12:00 + (13:00 - 12:00)/2). Therefore, the calculated time of attendance is shown in the preceding table.

**Example 4: Absence**

**Case 1:**

| Attendance Time Range | 09:00 — 12:00 | 13:00 — 18:00 | | |
|---|---|---|---|---|
| Attendance time of #1 employee | 8:50, 12:50, 18:01 | | | |
| Statistical result based on attendance rules | 8:50 | (red) | 12:50 (green) | 18:01 | |

**Description:** The attendance time 12:50 is adopted based on the principle of adopting a median in the attendance time range. For the attendance time range from 9:00 to 12:00, the normal check-out time range for the off-duty time 12:00 is from 12:00 to 12:30 (that is, 12:00 + (13:00 - 12:00)/2). Therefore, the check-out time is blank. The normal check-in time range for the on-duty time from 13:00 is from 12:30 to 13:00. The calculated time of attendance is shown in the preceding table.

**Case 2:**

| Attendance Time Range | 09:00 — 12:00 | 13:00 — 18:00 | | |
|---|---|---|---|---|
| Attendance time of #1 employee | 8:50, 11:55, 12:20, 18:01 | | | |
| Statistical result based on attendance rules | 8:50 | 12:20 | (red) | 18:01 | |

**Description:** The time 12:20 is adopted based on the principle of adopting a median in the attendance time range. The normal check-out time range for the off-duty time 12:00 is from 12:00 to 12:30 (that is, 12:00 + (13:00 - 12:00)/2). Therefore, the check-out time of the employee is 12:20. The normal check-in time range for the on-duty time from 13:00 is from 12:30 to 13:00. Therefore, the check-in time of the employee is blank. The calculated time of attendance is shown in the preceding table.

# Requirements of Live Collection and Registration of Visible Light Face Images

1）It is recommended to perform registration in an indoor environment with an appropriate light source without underexposure or overexposure on the face.

2）Do not place the device towards outdoor light sources like door or window or other harsh light sources.

3）Dark-color apparels other than the background color is recommended for registration.

4）Expose your face and forehead properly and do not cover your face and eyebrows with your hair.

5）It is recommended to show a normal facial expression. (A smile is acceptable, but do not close your eyes, or incline your head to any orientation).

6）Two images are required for a person with eyeglasses, one image with eyeglasses and the other without them.

7）Do not wear accessories like a scarf or mask that may cover your mouth or chin.

8）Please face right towards the capturing device and locate your face in the image capturing area as shown in the image below.

9）Do not include more than one face in the capturing area.

10）A distance of 50cm to 80cm is recommended for capturing the image (the distance is adjustable, subject to body height).
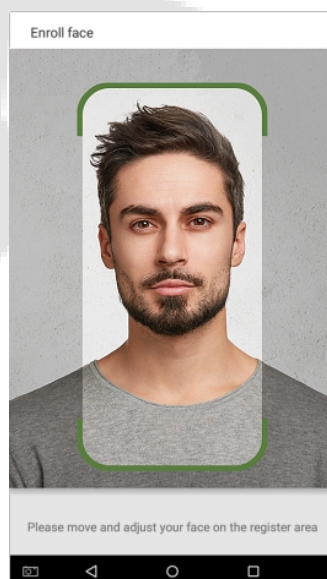


Image1 Face Capture Area

# Requirements for Visible Light Digital Face Image Data

The digital photo should be straight-edged, colored, half-portrayed with only one person, and the person should be uncharted and in casuals. Persons who wear eyeglasses should remain to put on eyeglasses for getting photo captured.

- **Eye Distance**

200 pixels or above are recommended with no less than 115 pixels of distance.

- **Facial Expression**

A neutral face or smile with eyes naturally open are recommended.

- **Gesture and Angel**

The horizontal rotating angle should not exceed ±10°, elevation should not exceed ±10°, and depression angle should not exceed ±10°.

- **Accessories**

Masks or coloured eyeglasses are not allowed. The frame of the eyeglasses should not cover the eyes and should not reflect light. For persons with thick eyeglasses frames, it is recommended to capture two images, one with eyeglasses and the other one without them.

- **Face**

Complete face with clear contour, real scale, evenly distributed light, and no shadow.

- **Image Format**

Should be in BMP, JPG or JPEG.

- **Data Requirement**

Should comply with the following requirements:

1） White background with dark-colored apparel.

2） 24bit true color mode.

3） JPG format compressed image with not more than 20kb size.

4） Resolution should be between 441 x 358 to 1920 x 1080.

5） The vertical scale of head and body should be in a ratio of 2:1.

6） The photo should include the captured person's shoulders at the same horizontal level.

7） The captured person's eyes should be open and with a clearly seen iris.

8） A neutral face or smile is preferred, showing teeth is not preferred.

9） The captured person should be easily visible, natural in color, no harsh shadow or light spot or reflection in the face or background. The contrast and lightness level should be appropriate.

# Appendix 2

## Privacy Policy

**Notice:**

To help you better use the products and services of ZKTeco and its affiliates, hereinafter referred as "we", "our", or "us", the smart service provider, we consistently collect your personal information. Since we understand the importance of your personal information, we took your privacy sincerely and we have formulated this privacy policy to protect your personal information. We have listed the privacy policies below to precisely understand the data and privacy protection measures related to our smart products and services.

**Before using our products and services, please read carefully and understand all the rules and provisions of this Privacy Policy. <u>If you do not agree to the relevant agreement or any of its terms, you must stop using our products and services.</u>**

I. **Collected Information**

To ensure the normal product operation and help the service improvement, we will collect the information voluntarily provided by you or provided as authorized by you during registration and use or generated as a result of your use of services.

1. **User Registration Information:** At your first registration, the feature template (**Fingerprint template/Face template/Palm template**) will be saved on the device according to the device type you have selected to verify the unique similarity between you and the User ID you have registered. You can optionally enter your Name and Code. The above information is necessary for you to use our products. If you do not provide such information, you cannot use some features of the product regularly.

2. **Product information:** According to the product model and your granted permission when you install and use our services, the related information of the product on which our services are used will be collected when the product is connected to the software, including the Product Model, Firmware Version Number, Product Serial Number, and Product Capacity Information. **When you connect your product to the software, please carefully read the privacy policy for the specific software.**

II. **Product Security and Management**

1. When you use our products for the first time, you shall set the Administrator privilege before performing specific operations. Otherwise, you will be frequently reminded to set the Administrator privilege when you enter the main menu interface. **If you still do not set the Administrator privilege after receiving the system prompt, you should be aware of the possible security risk (for example, the data may be manually modified).**

2. All the functions of displaying the biometric information are disabled in our products by default. You can choose Menu > System Settings to set whether to display the biometric information. If you enable these functions, we assume that you are aware of the personal privacy security risks specified in the privacy policy.

3. Only your user ID is displayed by default. You can set whether to display other user verification information (such as Name, Department, Photo, etc.) under the Administrator privilege. **If you choose to display such information, we assume that you are aware of the potential security risks (for example, your photo will be displayed on the device interface).**

4. The camera function is disabled in our products by default. If you want to enable this function to take pictures of yourself for attendance recording or take pictures of strangers for access control, the product will enable the prompt tone of the camera. **Once you enable this function, we assume that you are aware of the potential security risks.**

5. All the data collected by our products is encrypted using the AES 256 algorithm. All the data uploaded by the Administrator to our products are automatically encrypted using the AES 256 algorithm and stored securely. If the Administrator downloads data from our products, we assume that you need to process the data and you have known the potential security risk. In such a case, you shall take the responsibility for storing the data. You shall know that some data cannot be downloaded for sake of data security.

6. All the personal information in our products can be queried, modified, or deleted. If you no longer use our products, please clear your personal data.

**III. How we handle personal information of minors**

Our products, website and services are mainly designed for adults. Without consent of parents or guardians, minors shall not create their own account. If you are a minor, it is recommended that you ask your parents or guardian to read this Policy carefully, and only use our services or information provided by us with consent of your parents or guardian.

We will only use or disclose personal information of minors collected with their parents' or guardians' consent if and to the extent that such use or disclosure is permitted by law or we have obtained their parents' or guardians' explicit consent, and such use or disclosure is for the purpose of protecting minors.

Upon noticing that we have collected personal information of minors without the prior consent from verifiable parents, we will delete such information as soon as possible.

**IV. Others**

You can visit https://www.zkteco.com/cn/index/Index/privacy_protection.html to learn more about how we collect, use, and securely store your personal information. To keep pace with the rapid development of technology, adjustment of business operations, and to cope with customer needs, we will constantly deliberate and optimize our privacy protection measures and policies. Welcome to visit our official website at any time to learn our latest privacy policy.

# Eco-friendly Operation

The product's "eco-friendly operational period" refers to the time during which this product will not discharge any toxic or hazardous substances when used in accordance with the prerequisites in this manual.

The eco-friendly operational period specified for this product does not include batteries or other components that are easily worn down and must be periodically replaced. The battery's eco-friendly operational period is 5 years.

| Hazardous or Toxic substances and their quantities | | | | | | |
|---|---|---|---|---|---|---|
| Component Name | Hazardous/Toxic Substance/Element | | | | | |
| | Lead (Pb) | Mercury (Hg) | Cadmium (Cd) | Hexavalent chromium (Cr6+) | Polybrominated Biphenyls (PBB) | Polybrominated Diphenyl Ethers (PBDE) |
| Chip Resistor | × | ○ | ○ | ○ | ○ | ○ |
| Chip Capacitor | × | ○ | ○ | ○ | ○ | ○ |
| Chip Inductor | × | ○ | ○ | ○ | ○ | ○ |
| Diode | × | ○ | ○ | ○ | ○ | ○ |
| ESD component | × | ○ | ○ | ○ | ○ | ○ |
| Buzzer | × | ○ | ○ | ○ | ○ | ○ |
| Adapter | × | ○ | ○ | ○ | ○ | ○ |
| Screws | ○ | ○ | ○ | × | ○ | ○ |

○ indicates that the total amount of toxic content in all the homogeneous materials is below the limit as specified in SJ/T 11363—2006.

× indicates that the total amount of toxic content in all the homogeneous materials exceeds the limit as specified in SJ/T 11363—2006.

**Note**: 80% of this product's components are manufactured using non-toxic and eco-friendly materials. The components which contain toxins or harmful elements are included due to the current economic or technical limitations which prevent their replacement with non-toxic materials or elements.

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