



EFACE3969 User Manual



Contents

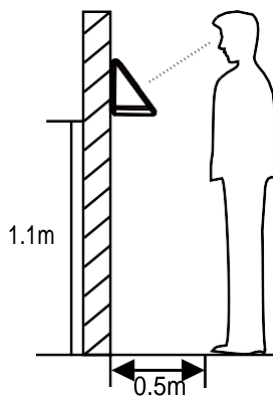
1 Instruction for Use	1
1.1 Standing Position and Face Expressions	1
1.2 Finger Placement	2
1.3 Verification Modes	3
1.3.1 Fingerprint verification ★	3
1.3.2 Face verification	4
1.3.3 Password verification	4
1.3.4 Badge verification ★	5
2 Main Menu	6
3 User Management	7
3.1 New User	7
3.1.1 Enter User ID and Name	7
3.1.2 Select User Role	7
3.1.3 Enroll a Fingerprint ★	8
3.1.4 Enroll a Face	8
3.1.5 Enroll a Badge ★	8
3.1.6 Enroll a Password	9
3.1.7 Enroll a Photo	9
3.1.8 Access Control Role	9
3.2 Manage Users	11
3.3 Display Style	12
4 User Role	13
5 Communication Setting	14
5.1 Ethernet	14
5.2 Serial Comm	14
5.3 PC Connection	15
5.4 Wiegand Setup	15
6 System Setting	18
6.1 Date Time	18
6.2 Attendance Parameters	19
6.3 Face Parameters	19
6.4 Fingerprint Parameters ★	20
6.5 Reset	21
6.6 USB Upgrade	21
6.7 Punch State Options	24
6.8 Shortcut Key Mappings	24
7 Data Management	26
7.1 Delete Data	26
7.2 Backup Data	26
7.3 Restore Data	27

8 Personalize Setting.....	22
8.1 User Interface	22
8.2 Voice Setting	23
8.3 Bell Schedules	23
9 USB Manager	28
9.1 Download.....	28
9.2 Download.....	28
9.3 Download Options.....	29
10 Attendance Search	30
11 Short Message.....	31
11.1 Add and view new message	31
11.2 Edit and delete a personal message	32
11.3 Message Options.....	32
12 Work Code	33
12.1 Add a work code	33
12.2 Edit and delete a work code	33
12.3 Work Code Options.....	33

1. Instruction for Use

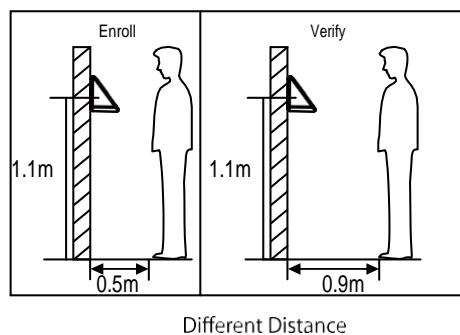
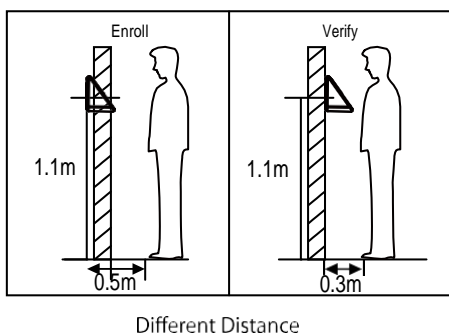
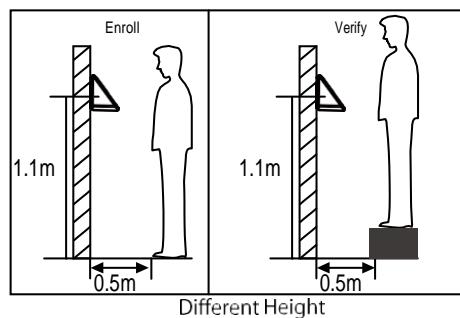
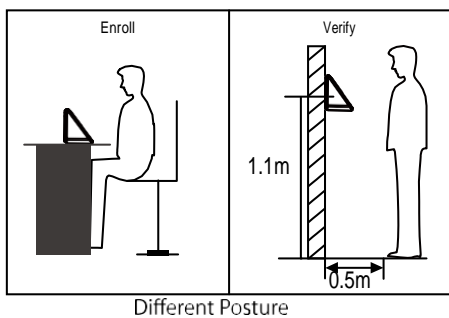
1.1 Standing Position and Face Expressions

- The best using position:

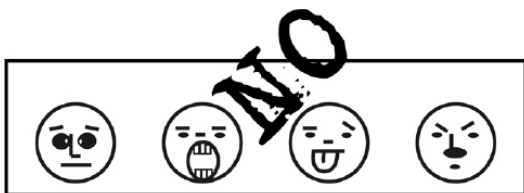


For users 5-6 feet tall (1.55m-1.85m), we recommend users stand about 2 feet (0.5m) from the device. When viewing your image on the device display window, step away if your image appears too bright. Step closer if your image appears too dark. During enrollment and verification, the installation position of device must remain the same. If need to move the device, keep the same installation height, or else, the recognition function will be poor.

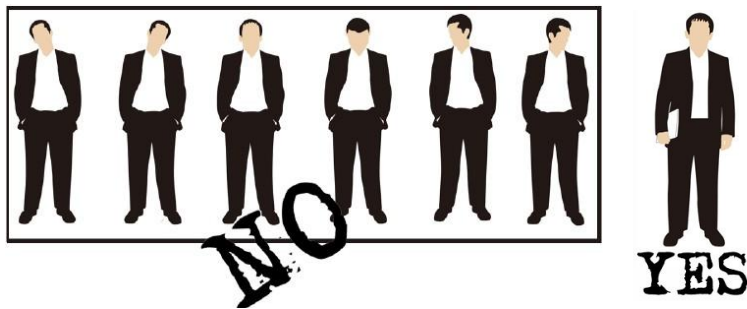
- What are factors make poor verification:



- The best face expressions vs Poor expressions:

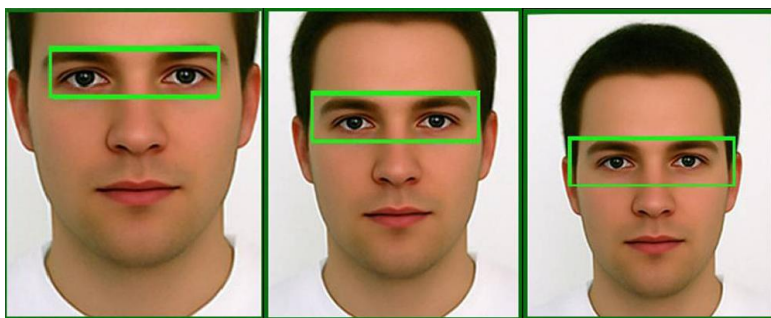


- The best posture vs Poor postures:



Note: During enrollment and verification, try to have a relaxed face expression and stand upright.

- How to enroll face effectively

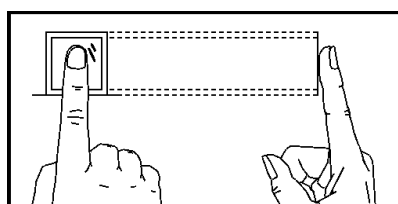


During enrollment, locating your face appears in the center of the screen, and follow the voice prompts "Focus eyes inside the green box". The user needs to move forward and backward to adjust the eyes position during the face registration.

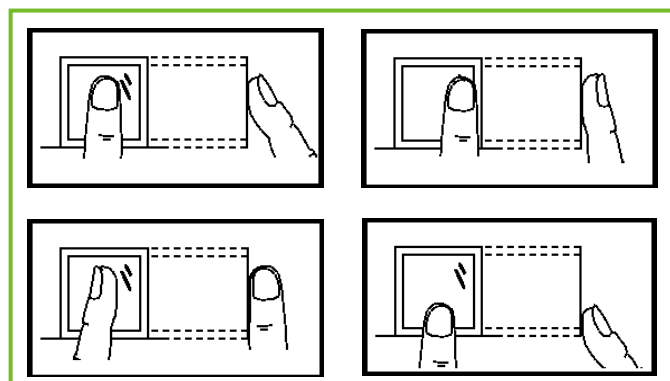
1.2 Finger Placement

Recommended fingers: The index fingers, middle fingers and the ring fingers are recommended to use.

The finger must be flat to the surface and centered on the fingerprint sensor.



Recommended Placement



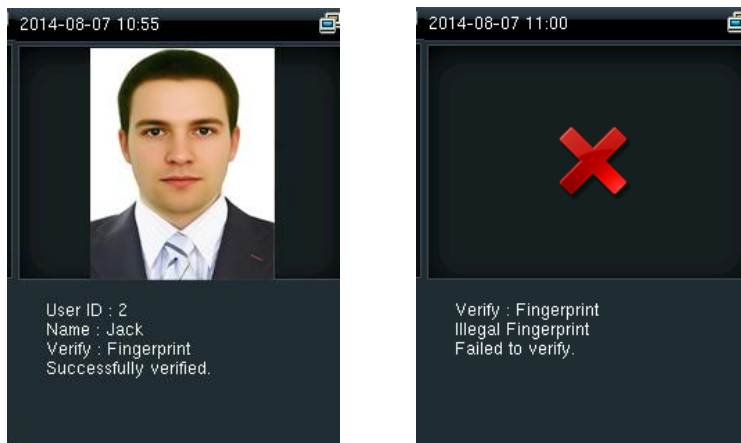
Not Recommended Placement

1.3 Verification Modes

1.3.1 Fingerprint verification★

- 1:N fingerprint verification mode → the device compares current fingerprint with all users fingerprints in the device.

Use the proper way with one of the recommended fingers to enroll and verify. There are two responses after verification: *Successfully verified* and *Failed to verify*.



- 1:1 fingerprint verification mode → the device compares current fingerprint with one user's fingerprints whose ID is entered. Users choose this mode unless poor recognition.

Enter User ID and press “*fingerprint*”, there are two responses after verification: *Successfully verified* and *Failed to verify*.

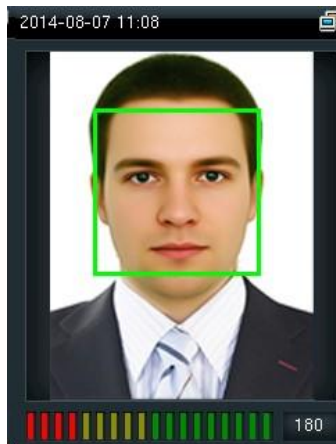


Notes:

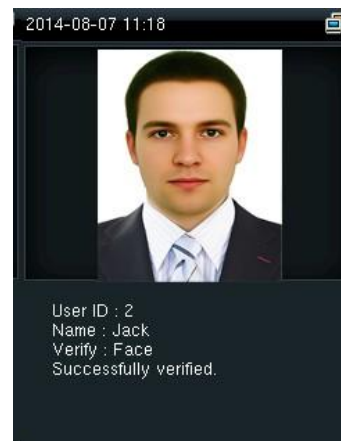
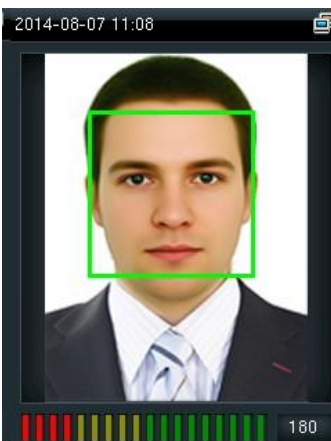
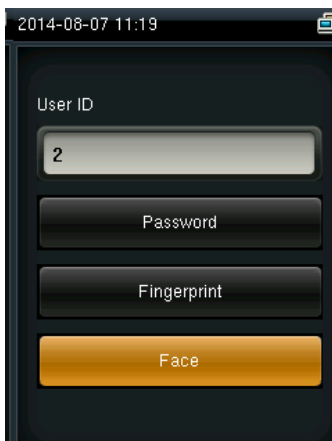
- » The device says “*Invalid ID*” when there is no such user.
- » The device says “*Please try again*” when failed to verify. You can try another 2 times. If it fails after 3 times, return to the initial interface.

1.3.2 Face verification

- 1:N face verification mode → the device compares current face with all users' faces in the device. Use the proper way to enroll and verify.

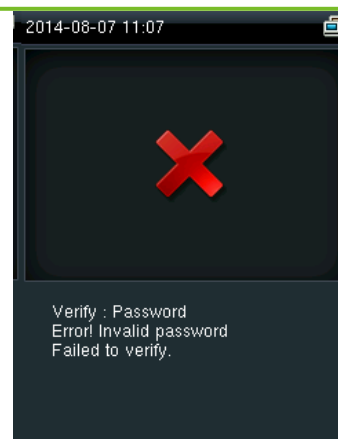
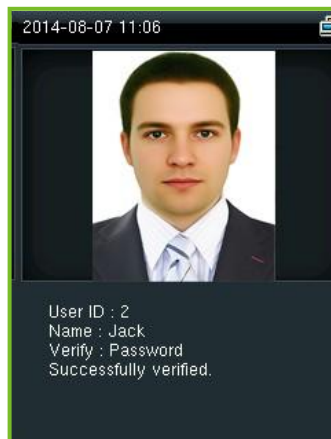
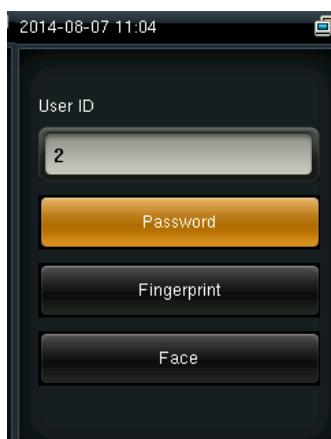


- 1:1 face verification mode → the device compares current face with one user's face whose ID is entered. Enter User ID and press "Face".



1.3.3 Password verification

The device compares entered password with one user's password whose ID is input. Enter user ID, press "Password" and enter your password. There are two responses after verification:



Note: The device says “*Incorrect password*” when failed to verify. You can try another 2 times. If it fails after 3 times, return to the initial interface.

1.3.4 Badge verification★

Swipe your registered badge surround the fingerprint sensor in standby mode:



Notes:

- » The device prompts “*Duplicated Punch*” when you swipe badge successfully twice.
- » The device prompts “*Ou-Ou*” when the badge is unregistered.

2. Main Menu

Start the device, press [M/OK] to enter the Main Menu.

Function introduction:

User Mgt. (User Management): Add, edit and delete users' information, including user ID, name, user role, fingerprint, FC, password, user photo and access control parameters. **User Role:** Set the privilege of defined role, that is, the privilege of operating menus.

Comm. (Communication Setting): Set communication parameters between device and PC, such as IP address, subnet mask, gateway, DNS, TCP/COMM. Port and so on.

System: Set system parameters, such as date/time, attendance parameters, face and fingerprint parameters, reset and USB upgrade.

Personalize: Set user interface parameters, voice, bell schedules, punch state options and shortcut key mappings.

Data Mgt. (Data Management): Delete/ Backup/ Restore data stored in the device. **Access Control:** Set access control options, schedule time/holidays/access group/ combined verification group, set anti-passback and duress options.

USB Manager: Download and upload attendance data, user data, work code, short message etc. With USB disk, you can import data restored in the device into attendance software, or import data into other devices.

Attendance Search: It is convenient for employees to search his or her attendance record restored in this device.

Short Message: Add/check/edit/delete public and personal messages. Set options. **Work Code:** Add/check/edit/delete work code. If this function is enabled, you must select one or enter an inexistence work code after verification.

Auto test: Test whether each module is available or not, including LCD, voice, keyboard, fingerprint sensor, face and clock RTC.

System Info: Check device capacity, basic information and firmware information etc.

3. User Management

3.1 New User

Only the registered user can make verification in the device.

Start the device, enter into the Main Menu. Enter into “User Mgt.” → “New User”:

The 'New User' interface is a vertical list of fields. 'User ID' is highlighted in yellow and contains the number '1'. 'Name' is empty. 'User Role' is set to 'Normal User'. 'Fingerprint' is set to '0'. 'Face' is set to '0'. 'Badge Number' is empty.

3.1.1 Enter User ID and Name

Press ▼ / ▲ to select “User ID”/or “User Name” on the **New User** interface , press [M/OK]:

The 'User ID' input screen shows 'Please input' at the top. Below is a numeric keypad with the number '1' entered. At the bottom are 'Confirm (OK)' and 'Cancel (ESC)' buttons.

The 'Name' input screen shows 'Please input' at the top. Below is a T9 input field with the letter 'J' entered. At the bottom, it says 'Right key to switch input method, Left key to back space' and shows a keyboard layout with '[Aa]', 'a', 'b', and 'c'.

Notes: You can input an ID, or use that the device allocated.

Press ► to switch **T9 Input** character types. Enter name with **T9 Input**. About **T9 Input**, refer to [“Appendix 1 T9 Input”](#).

3.1.2 Select User Role

Press ▼ / ▲ to select “User Role” on the **New User** interface , press [M/OK]:

The 'User Role' selection screen shows two options: 'Normal User' (selected with a green dot) and 'Super Admin' (with a grey dot).

Super Admin: A super admin is granted rights to operate all functions and menus in the device.

Normal User: Normal user is only allowed to punch, query its own attendance record, check messages.

Note: You had better to enroll as super admin for ease of management.

3.1.3 Enroll a Fingerprint ★

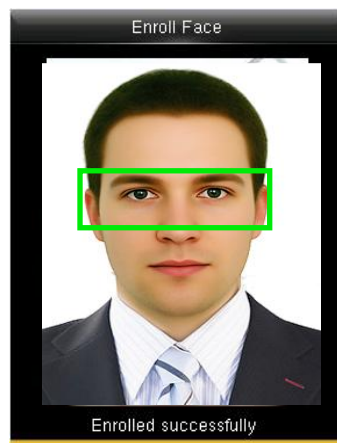
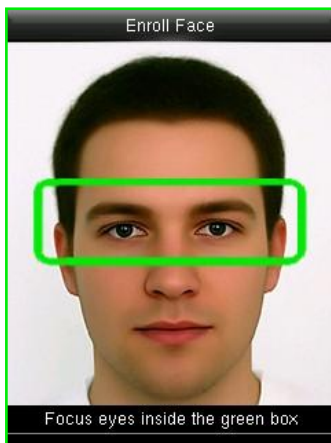
Press ▼ / ▲ to select “Fingerprint” on the **New User** interface, press [M/OK]:



1. Press numeric key corresponding to the fingerprint as you want, then press [M/OK].
2. Press your fingerprint on the sensor three times upon prompting by the device.
Note: You need to reenroll if the device says “Please try again”.

3.1.4 Enroll a Face

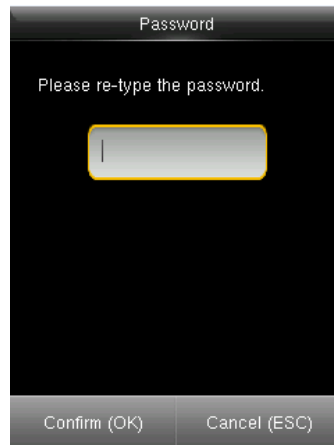
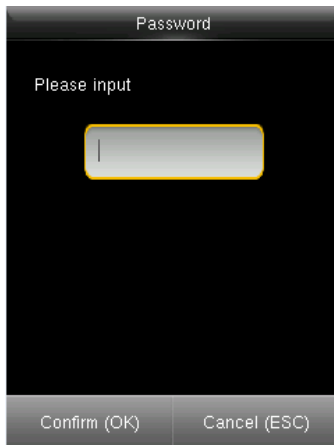
Press ▼ / ▲ to select “Face” on the **New User** interface, press [M/OK]:



Focus your eyes inside the green box, as the device says.
Note: During face enrollment, a photo will be taken and saved in the device automatically for “User Photo” unless another is taken.

3.1.5 Enroll aPassword

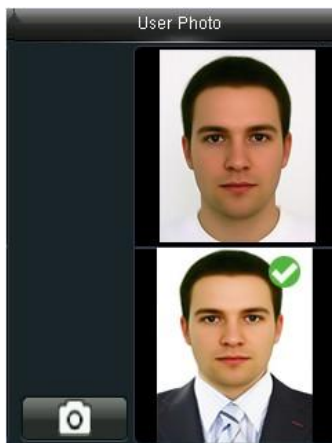
Press ▼ / ▲ to select “*Password*” on the New User interface , press [M/OK]:



Input 1-8 digits password and press [M/OK], then rewrite the password.

3.1.6 Enroll aPhoto

Press ▼ / ▲ to select “*User Photo*” on the New User interface , press [M/OK]:



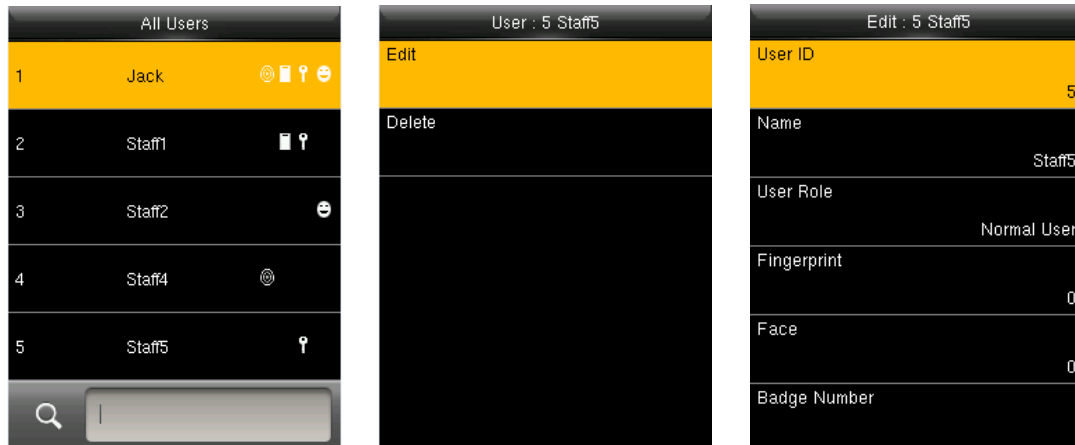
Keep a good expression and press [M/OK] to take a photo.
The photo displays after the verification is successful.

3.2 Manage Users

Start the device, enter into the Main Menu. Enter into “*User Mgt.*” → “*All Users*”.

- Edit a User

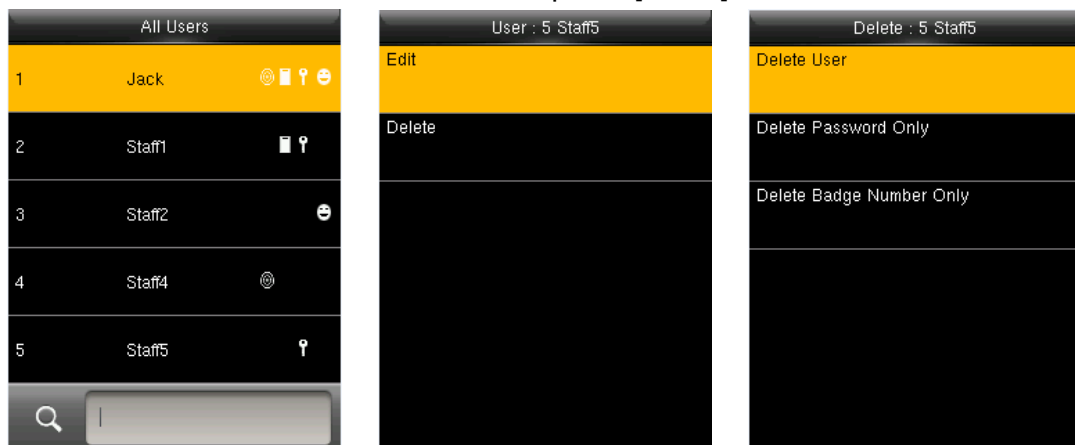
Press ▼ / ▲ to select a user to edit and press [M/OK]. Enter into “*Edit*”:



You can modify all information except **User ID**.

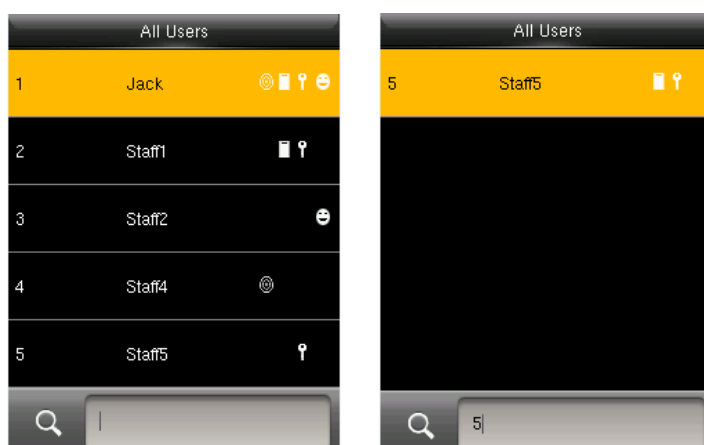
- Delete a User

Press ▼ / ▲ to select a user to edit and press [M/OK]. Enter into “*Delete*”:



You can choose different kinds of user data to delete.

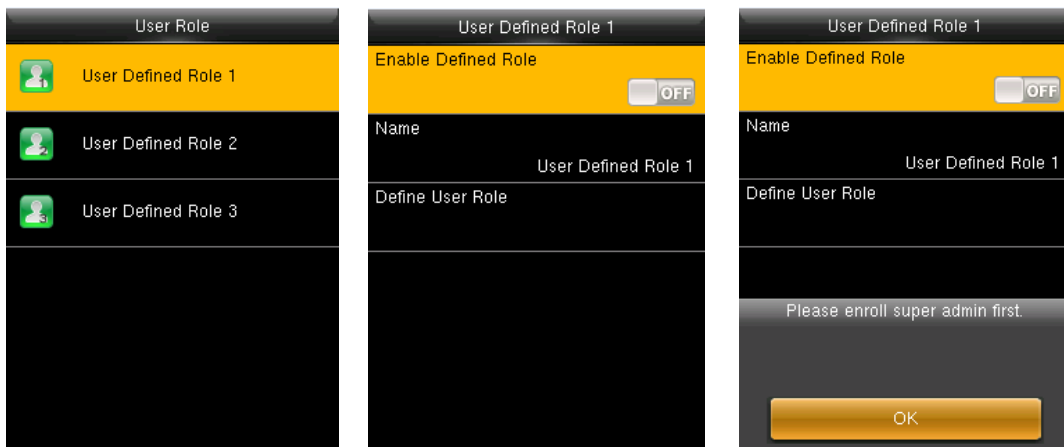
- Search a User



Input the User ID to search a user quickly, then you can edit or delete the user.

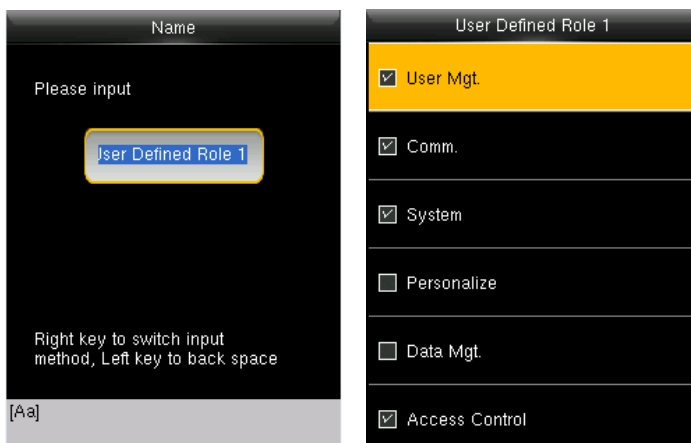
4 User Role

Defined roles to operate the device. You can specify the available menus to operate for a role. There are 3 roles. Enter into “User Role”. Press one of the three roles to edit:



A Super admin must be enrolled before a new role is defined, or it cannot be enabled.

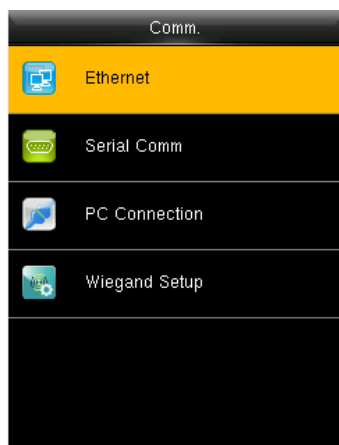
• Defining a name and functions



1. Enter name with T9 Input.
2. You can define more than one available menu for a role. Press [M/OK] to select.

5 Communication Setting

Set communication parameters. Enter into "Comm." :



Ethernet: The device can communicate with PC each other via the parameters you set.

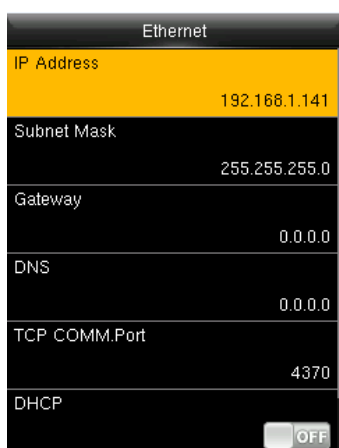
Serial Comm: The device can communicate with PC each other via the serial port parameters you set.

PC Connection: Set the password and device ID so that you can connect the device with software in PC.

Wiegand Setup: Set wiegand-out parameters. For details, refer to ["5.4 Wiegand Setup"](#).

5.1 Ethernet

Enter into "Comm." → "Ethernet":



IP Address: Modify it if necessary. It cannot be same with PC.

Subnet Mask: Modify it if necessary.

Gateway: It is necessary to set an address if the device and PC are in different network segment. Modify it if necessary. **DNS:** Set the address of your DNS server.

TCP COMM.Port: Set the TCP communication port.

DHCP: Dynamic Host Configuration Protocol, which is used to allocatedynamicIP addresses to clients by a server.

Display in Status Bar: Whether to display network status icons in the status bar.

5.2 Serial Comm

Enter into "Comm." → "Serial Comm.":



RS232: Whether to use RS232 to communicate with PC.

RS485: Whether to use RS485 to communicate with PC.

Baudrate: Used for communication with PC. RS232 is recommended for high speed.

Note: There are 5 baudrate types available for RS232: 9600, 19200, 38400, 57600 and 115200; "9600" is not applicable to RS485. Reboot the device to make the change active.

5.3 PC Connection

To improve the security of attendance data, connection password needs to be set here. Enter into “Comm.” → “PC Connection”:

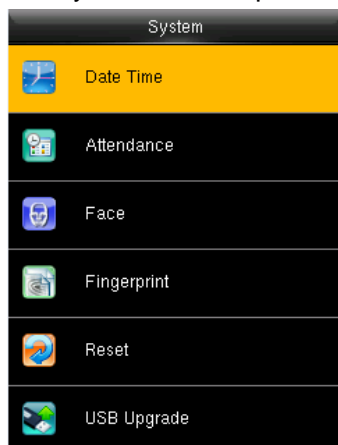
PC Connection	
Comm Key	0
Device ID	1

Comm Key: Set 1-6 digits connection password, the password must be input when PC software is to connect device to read data.

Device ID: The ID is in the range of 1-254. If RS232 or RS485 is enabled, this ID needs to be input in the software communication interface.

6 System Setting

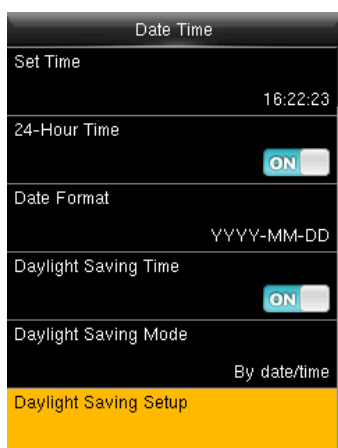
Set system-related parameters. Enter into "System" :



The resetting can not clear users' information and attendance data in the device.

6.1 Date Time

Set the system data and time. Enter into "System" → "Date Time":



Set Date/Time: Set date and time of device.

24-Hour Time: Whether to use the 24-hour display mode. If not, the 12-hour display mode is adopted.

Date Format: Set the date format: YY-MM-DD, YY/MM/DD, YY.MM.DD, DD-MM-YY etc.

• Daylight SavingTime(DST)

The DST is a widely used system of adjusting the official local time forward to save energy. The uniform time adopted during the implementation of this system is known as the DST. Typically clocks are adjusted forward one hour in the summer to make full use of illumination resources and save electricity. Clocks are adjusted backward in autumn. The DST regulations vary with countries.

The device supports the DST function to adjust forward one hour at xx (Hour): xx (Minute) xx (Day) xx (Month) and backward one hour at xx (Hour): xx (Minute) xx (Day) xx (Month). For example, adjust the clock forward one hour at 08:00 on April 1, and backward one hour at 08:00 on October 1.

Daylight Saving Mode: Select the date mode or week mode.

Daylight Saving Setup: Set the DST start time and end time.

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

6.2 Attendance Parameters

Set the attendance parameters. Enter into "System" → "Attendance":

Attendance	
Duplicate Punch Period(m)	1
Camera Mode	No photo
Display User Photo	<input checked="" type="checkbox"/> ON
Alphanumeric User ID	<input type="checkbox"/> OFF
Attendance Log Alert	99
Cyclic Delete ATT Data	Disabled
Cyclic Delete ATT Photo	Disabled
Confirm Screen Delay(s)	3
Face detect interval(s)	0
Save Illegal Verification Record	<input type="checkbox"/> OFF

Parameters on Attendance interface state as below:

Duplicate Punch Period (m): In set time period (unit: minute), repeated attendance record of a user will not be saved (the valid time is 1~999999 minutes).

Camera Mode: Set whether to capture and save the photos when users verify face.

No Photo: The device does not take photo as users verify.

Take Photo, no save: Take photo, but not save photo as users verify. Take photo and save: Take and save photo as users verify.

Save on successful verification: Take and save photo as users verify successfully. Save on failed verification: Take and save photo as users fail to verify.

Display User Photo: Set whether to display user photos as users verify successfully.

Alphanumeric User ID: Set whether User ID supports alphanumeric. User ID with alphanumeric is convenient to sort and manage users.

Attendance Log Alert: When remainder log capacity is less than the set value, the device will prompts an alert message automatically. The valid value is 1~9999.

Cyclic Delete ATT Data: When Attendance records reach to the maximum capacity, the amount to delete attendance Data one time. The valid value is 1~999.

Cyclic Delete ATT Photo: When Attendance photos reach to the maximum capacity, the amount to delete attendance photo one time. The valid value is 1~99.

Confirm Screen Delay (s): The delay to display the verification result, the value is 1~9.

Face detect interval (s): Set interval for the same face verification, the value is 0~9. **Expiration**

Rule: Once enabled, you can choose 3 expiration rules: Keep user, No audit future punch / Keep user, and audit future punch / Delete user.

6.3 Face Parameters

Set the attendance parameters. Enter into "System" → "Face" :

1: 1 Match Threshold: The similarity of a face verification and the enrolled template.

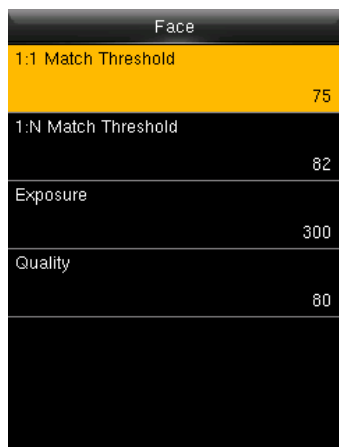
1: N Match Threshold: The similarity of a face verification and all of the templates.

Exposure: Set the exposure value of camera. The value ranges from 40 to 1000.

Quality: Set a quality threshold for the images obtained. The device processes them by

adopting the face algorithm when their quality is higher than the threshold; otherwise, it filters these face images. The value is 50-150.

Note: Improper adjustment of the Exposure and Quality parameters may severely affects the performance of the device. Please adjust the Exposure and Quality parameter under the guidance of our after-sales service personnel.



The recommended thresholds are as follows:

FRR	FAR	Threshold	
		1: N	1:1
High	Low	85	80
Medium	Medium	82	75
Low	High	80	70

6.4 Fingerprint Parameters ★

Set the attendance parameters. Enter into "System" → "Fingerprint" :

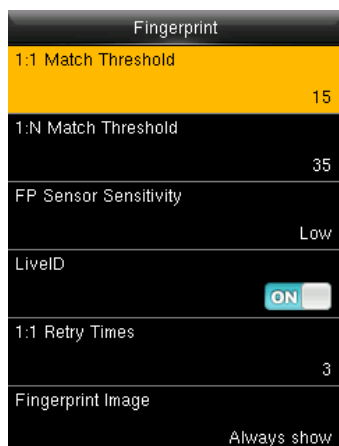
1: 1 Match Threshold: The similarity of a fingerprint and the template.

1: N Match Threshold: The similarity of a fingerprint and all of the templates.

FP Sensor Sensitivity: Set the fingerprint sensor sensitivity. It is recommended to use the default value Medium. When dryness results in slow reactions of the fingerprint sensor, you may set this option to High to enhance the fingerprint sensor's sensitivity.

1: 1 Retry Times: In 1:1 fingerprint or face password verification, user may forget the enrolled finger or the password, in addition, the finger is placed improper. To reduce press keyboard repeatedly, the device allows retrying after failed verification.

Fingerprint Image: Whether to display the fingerprint image on the screen during enrollment or verification: Show for enroll, Show for match, Always show, None.

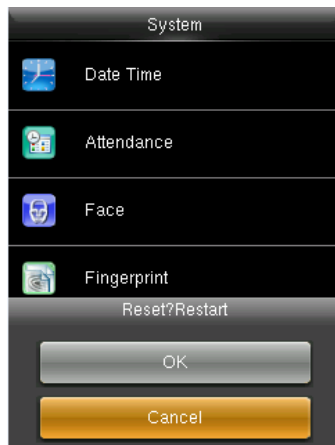


The recommended thresholds are as follows:

FRR	FAR	Threshold	
		1: N	1:1
High	Low	45	25
Medium	Medium	35	15
Low	High	25	10

6.5 Reset

Reset communication settings, system settings, personalize settings etc.

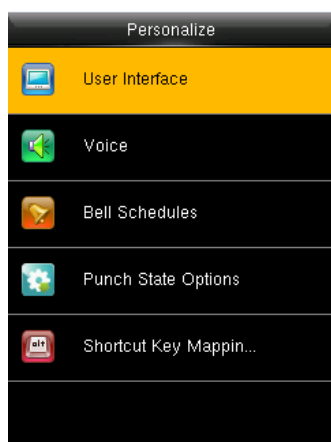


6.6 USB Upgrade

The firmware program of device can be updated with upgrade package in USB disk. You are not suggested to upgrade. If you need the upgrade file, please contact our technical support personnel.

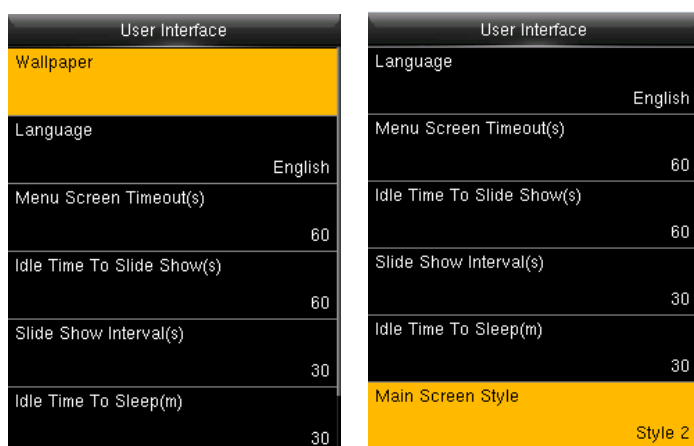
7 Personalize Setting

Set some usual parameters. Enter into "*Personalize*" :



7.1 User Interface

Set displayed parameters. Enter into "*Personalize*" → "*User Interface*":



Wallpaper: Select the wallpaper of main screen as required.

Language: Select the language of device as required.

Menu Screen Timeout (s): When operating standby time is larger than this value, the system will return to initial interface. The valid value scope is 60~99999 seconds.

Idle Time To Slide Show (s): When standby time in main screen is larger than this value, the main screen will display a slide show. The valid value scope is 3~999 seconds.

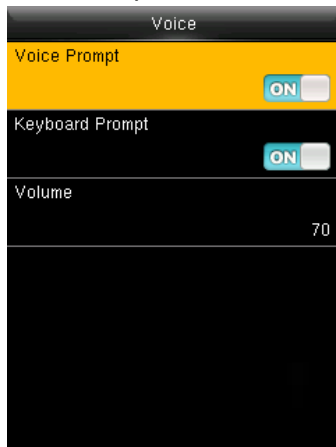
Slide Show Interval (s): Set interval to change displayed pictures in the slide show, the value scope is 3~999 seconds.

Idle Time To Sleep (m): When operating standby time reaches to this value, the device will go to sleep. Pressing any keyboard or fingerprint will wake the device. The valid value scope is 1~999 minutes.

Main Screen Style: Select one displayed style as required (3 styles available).

7.2 Voice Setting

Set voice parameters. Enter into *"Personalize" → "Voice"*:



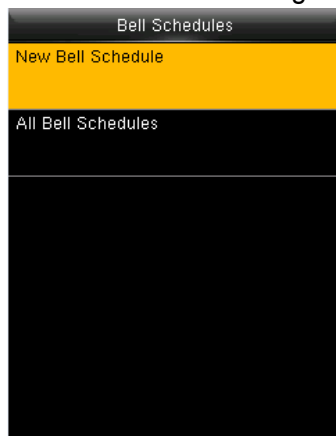
Voice Prompt: Select whether to enable voice prompts during operating.

Keyboard Prompt: Select whether to enable keyboard voice while pressing keyboard.

Volume: Set the volume of device.

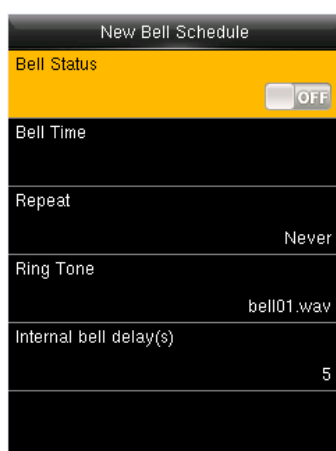
7.3 Bell Schedules

Companies need to ring their bells to signal the start and end of work shifts. You can schedule more than one bell to ring. Enter into *"Personalize" → "Bell Schedules"*:



- Schedule a new bell

Enter into *"Personalize" → "Bell Schedules" → "New Bell Schedule"*:



Bell Status: Select whether to enable the bell.

Bell Time: Set a ringing time of the bell during cycling.

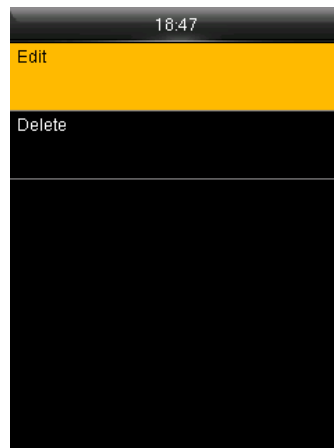
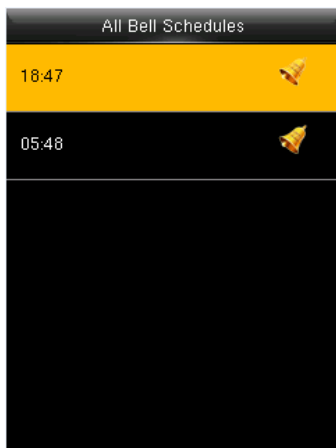
Repeat: Set the cycling time of this bell.

Ring Tone: Select a bell ring tone.

Interval bell delay (s): Set the time length of bell ringing. The valid value is 1~999 seconds.

- Edit Bell

Enter into *"Personalize" → "Bell Schedules" → "All Bell Schedules"*:



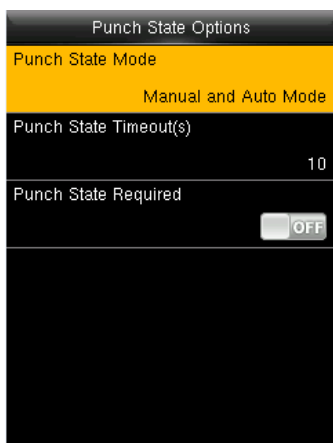
1. Select a bell to edit.
2. Press “Edit” to modify data.

• Delete Bell

Enter into “Personalize” → “Bell Schedules” → “All Bell Schedules”, select a bell to delete.

7.4 Punch State Options

Set the mode of state keys. Enter into “Personalize” → “Punch State Options”:



Punch State Mode: Off: Disable the punch state key function.

Manual Mode: User manually switches punch state by pressing corresponding shortcut key.

Auto Mode: The set punch states will auto switch when reaching switch time.

Manual and Auto Mode: A status key manually switching will switch to the automatic plan upon a timeout.

Manual Fixed Mode: After manually switching, it will keep this state until next manual switching.

Fixed Mode: Displaying the fixed punch state.

Punch State Timeout (s): The time of one punch state displays. The punch state will disappear or switch to other punch states as the time is out. The value is 5~999 seconds. **Punch State**

Required: Set whether to select punch state during verification.

Note: There are four punch states: Check-In, Check-Out, Overtime-In, Overtime-Out.

7.5 Shortcut Key Mappings

Define functions of shortcut keys. You can define ▲, ▼, /, [ESC], [M/OK] keys as punch state keys or menu function keys. In initial interface, you can press shortcut keys to display corresponding punch state or enter corresponding menu interface rapidly. Enter into “Personalize” → “Shortcut Key Mappings”. Press any key to define.

Shortcut Key Mappings	
Up Key	Check-In
Down Key	Check-Out
Left Key	Overtime-In
Right Key	Overtime-Out
ESC Key	Undefined
M/OK Key	Undefined

Up Key	
Punch State Value	0
Function	Punch State Options
Name	Check-In
Set Switch Time	

Note: Only when Punch State is selected as function, will Punch State Value, Name, Set Switch Time options appear on the interface. The punch state can be set as auto switch. Punch state will switch automatically once the settings switch time is out.

Select Function of shortcut key as Punch State Option, the shortcut key will not take effect under that Punch State Mode is set as OFF.

Punch State Value: The device set 4 different values corresponding to four punch states by default. Value 0 corresponds to punch state Check-In, 1 for Check-Out, 4 for Overtime-In, 5 for Overtime-Out. The value ranges from 0 to 250.

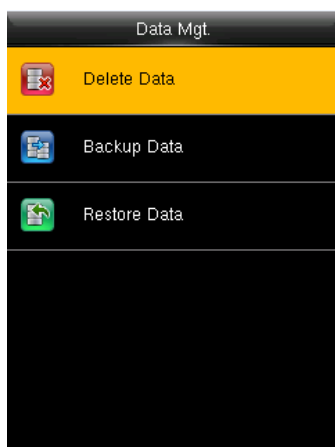
Function: Select punch state options or menu function options.

Name: Enter name of punch state.

Set Switch Time: Set switch time for punch state.

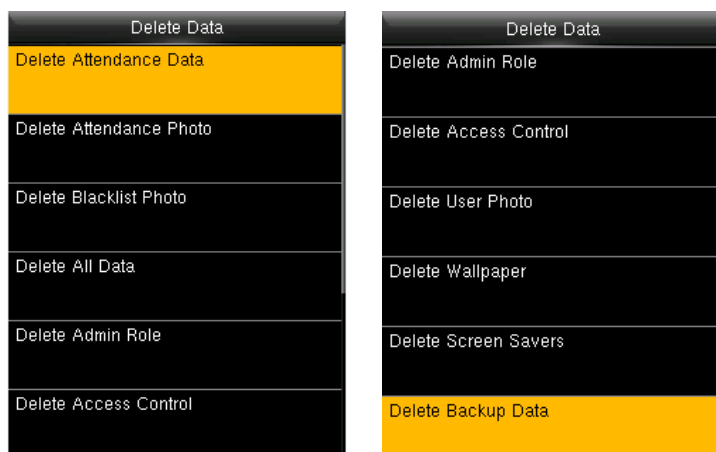
8 Data Management

Manage data saved in the device. Enter into *"Data Mgt."* :



8.1 Delete Data

Enter into *"Data Mgt."* → *"Delete Data"*:



Delete Attendance Data: Delete all attendance data.

Delete Attendance Photo: Delete all users' attendance photos.

Delete Blacklist Photo: Delete captured and saved photos when verification failed. **Delete All**

Data: Delete all enrolled users' information, fingerprints, attendance records, short messages and work codes etc.

Delete Admin Role: Change all administrators into normal users.

Delete User Photo: Delete all enrolled users' photos.

Delete Wallpaper: Delete all wallpapers in the device.

Delete Backup Data: Delete data backup to the device.

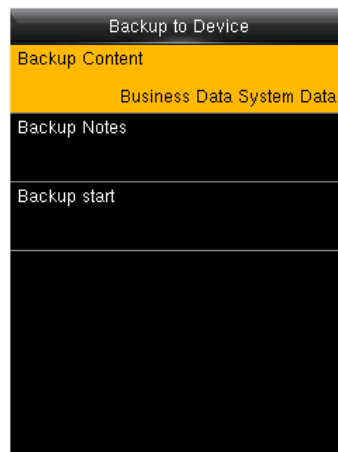
8.2 Backup Data

Backup the business data or system data to the device or USB disk. Enter into *"Data Mgt."*

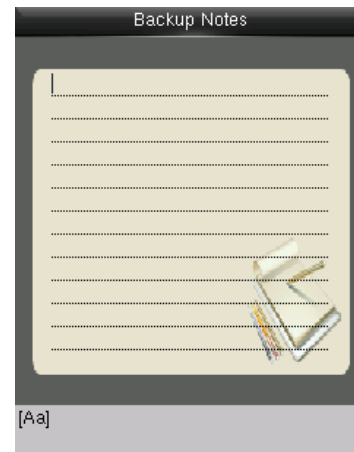
→ *"Backup Data"*:



Select a route



Select the data type

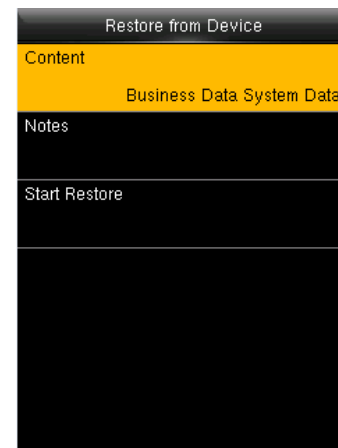
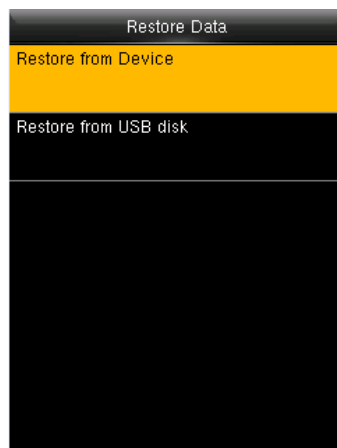


Write backup notes

Note: When Backup data to USB Disk, you need to insert an USB Disk into the device at first, and then press [M/OK] to backup data to USB disk.

8.3 Restore Data

Restore data to the device. Enter into *"Data Mgt."* → *"Restore Data"*:

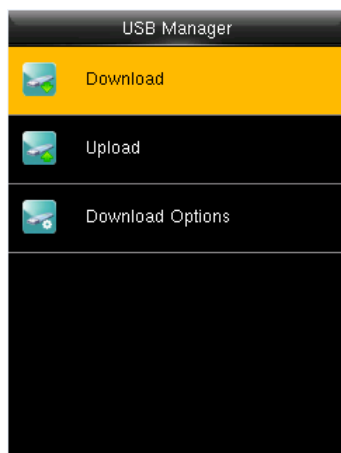


1. Select a route.
2. Select the data type.
3. Start restoring.

Note: When restore data from an USB Disk, you need to insert an USB Disk into the device at first, which has the restored data.

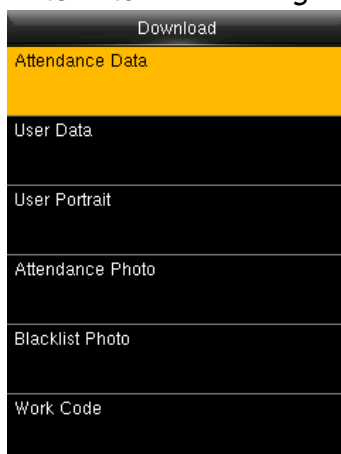
9 USB Manager

The device allows to download user data and attendance data to a USB disk. Meanwhile, user data from other devices can be uploaded to this device. Before downloading and uploading, insert a USB disk to USB slot of the device. Enter into "USB Manager":



9.1 Download

Enter into "USB Manager" → "Download":



Attendance Data: Download attendance data to USB disk.

User Data: Download all user data to USB disk.

User Portrait: Download all users' photos to USB disk.

Attendance Photo: Download attendance photos to USB disk, the format of attendance photo is .jpg.

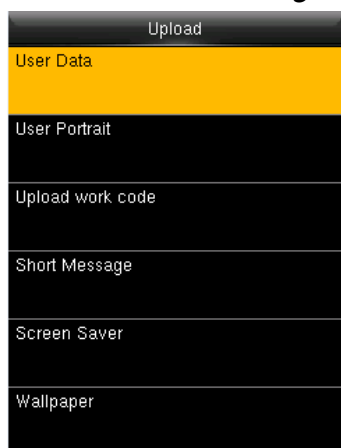
Blacklist Photo: Download attendance blacklist photos to USB disk, format of blacklist photo is .jpg.

Work Code: Download all work codes to USB disk.

Short Message: Download all short messages to USB disk.

9.2 Upload

Enter into "USB Manager" → "Upload":



User Data: Upload user data saved in USB disk to the device.

User Portrait: Upload .jpg photos to the device.

Upload work code: Upload all work codes saved in USB disk.

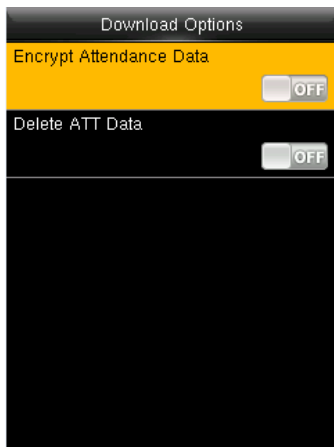
Short Message: Upload all short messages in USB disk.

Screen Saver: Upload screen savers saved in USB disk.

Wallpaper: Upload wallpapers saved in USB disk.

9.3 Download Options

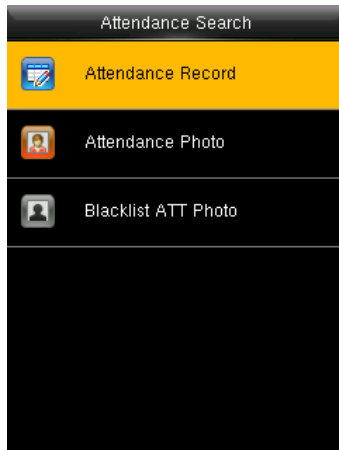
Enter into *"USB Manager"* → *"Download Options"*:



You can encrypt the data in a USB disk and set to delete data after being downloaded. When download the attendance records, you can also set the calendar type displayed in the attendance time. The device supports three calendar types which are Gregorian, Iran Gregorian, Iran Lunar to choose.

10 Attendance Search

After verified successfully, users' attendance records will be saved in the device. Attendance Search function is convenient for employee to search his attendance record. Enter into "Attendance Search" :



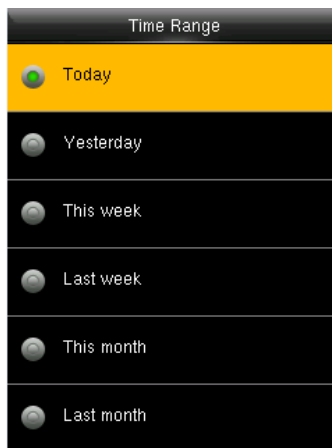
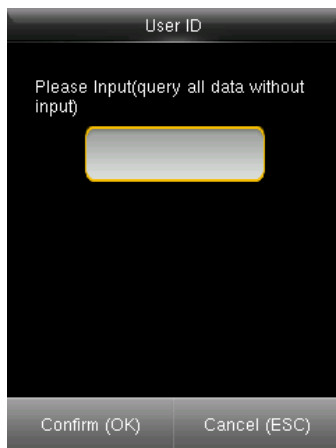
Attendance Record: Search the attendance records in the device. When you verified in the device, the record is saved.

Attendance photo: Search the attendance record restored in the device.

When you verified, the device's camera will capture a photo to save in the device.

Backlist ATT photo: When you verified failed for fixed times, the device's camera will capture a photo to save in the backlist of device.

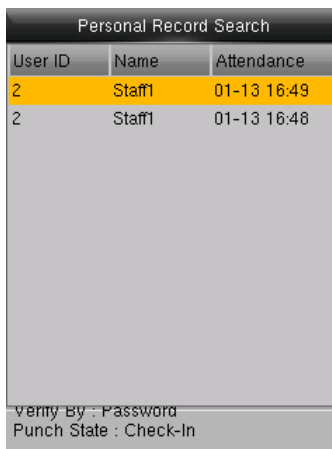
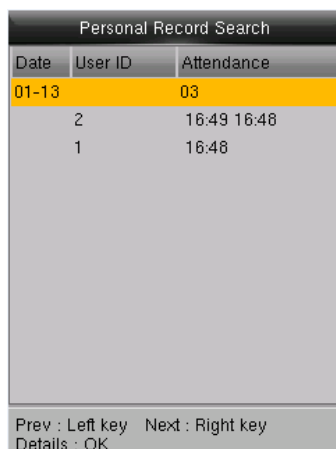
Take "Search Attendance Record" as an example, other two menu is same as this steps: Enter into "Attendance Search" → "Attendance Record":



1. Input the user ID to search.

2. Select the time period of attendance record.

Note: You can input nothing in user ID box to search all users' attendance record.

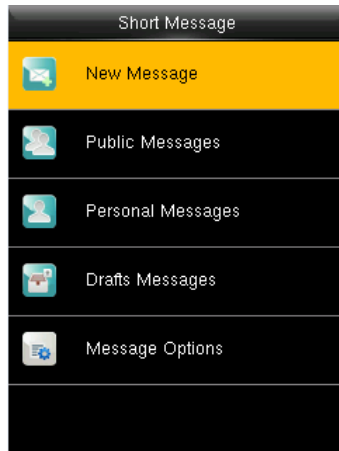


3. The record list is displayed.

4. Select anyone to check details.

11 Short Message

Enter into "Short Message" :



You can add, edit, delete and send public or personal message. And you can save the message in drafts. In assigned time, the public message will display to all users at the bottom of main screen, and personal message will display to specified user after successful verification. You can check public, personal or drafts message in corresponding menus. Public message will display at bottom of main screen in assigned time. Personal message will appear after user verified successfully in assigned time.

11.1 Add and view new message

- Add a personal message

Enter into "Short Message" → "New Message":

New Message	
Message	
Start Date	2015-01-13
Start Time	17:31
Expired Time (m)	60
Message Type	Draft

Message: Input the message text.

Start Date/Time: Set the start date & time of message pops.

Expired Time: Time of message expired, calculated from the time you add.

Message Type: Public, Personal, Drafts.

- View a personal message

Enter into "Short Message" → "Personal Message", select a message → "View":

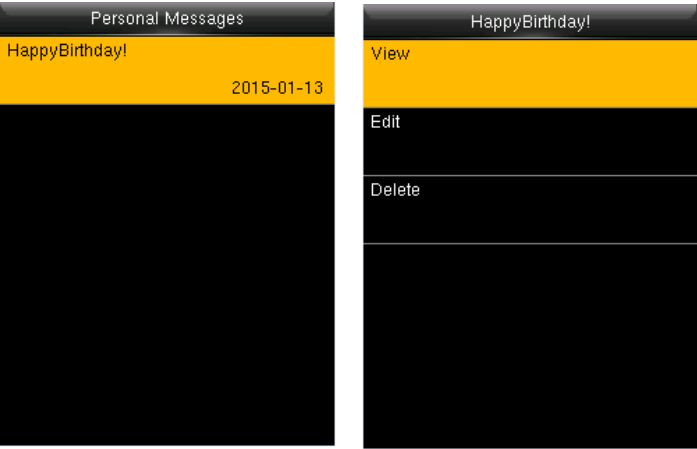
Personal Messages	
Happy Birthday!	2015-01-13

Happy Birthday!	
View	
Edit	
Delete	

View	
Message	
Happy Birthday!	
Start Date	2015-01-13
Start Time	17:31
Expired Time (m)	60
Message Type	Personal
Sent Messages	

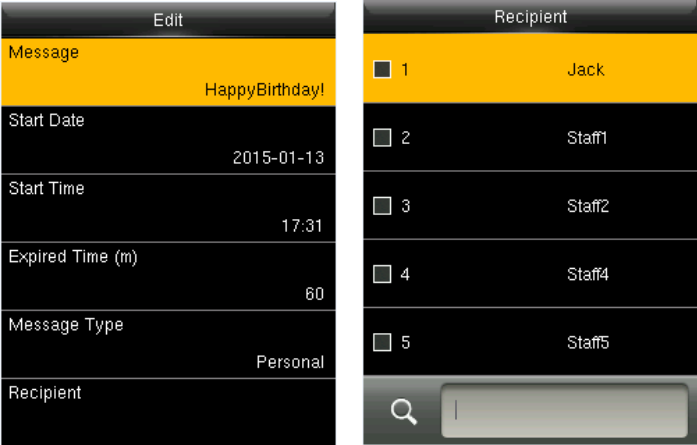
11.2 Edit and delete a personal message

Enter into "Short Message" → "Personal Message", select a message:



You can edit or delete the selected message.

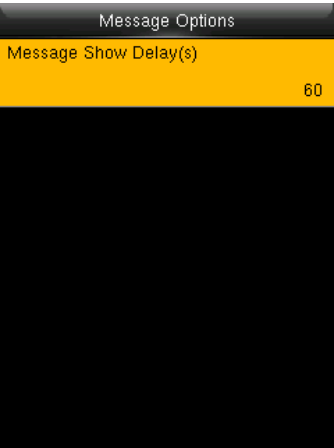
Select the message recipient: enter "Edit" → "Recipient":



You can select more than one user to receive this message. Press [ESC] to save and exit.

11.3 Message Options

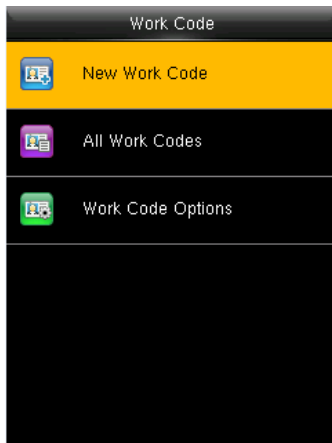
Enter into "Short Message" → "Message Options":



Message Show Delay (s): It means the duration that personal message shows. The personal message showing interface will back to initial interface after reaching Message Show Delay. The valid value is 1-99999 seconds.

12 Work Code

Enter into "Work Code" :

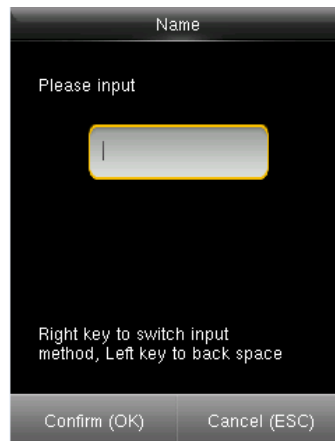
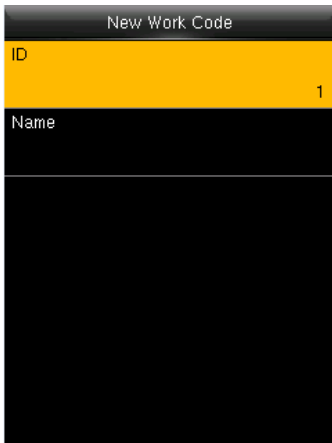


Salary is based on attendance. There are many work types for employees. An employee may have different work type in different time period. Different work types have different pays. Therefore, in order to distinguish different attendance states when user is dealing with attendance data, the device has provided a parameter to mark which attendance record belongs to which work type.

Work codes are downloaded together with attendance records. Users can use relevant data based on the specific attendance software.

12.1 Add a work code

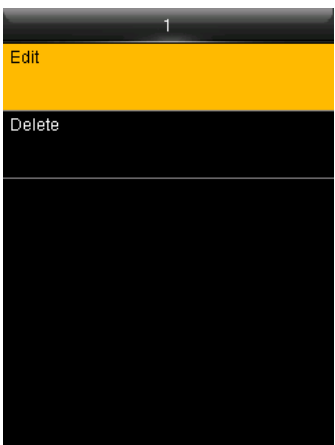
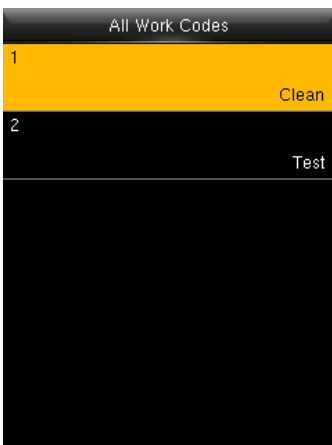
Enter into "Work Code" → "New Work Code":



ID: The allocated working number. The range is 1-999999999. **Name:** Input a name with T9 input. 23-characters are limited. Note: The work code cannot be modified once confirmed.

12.2 Edit and delete a work code

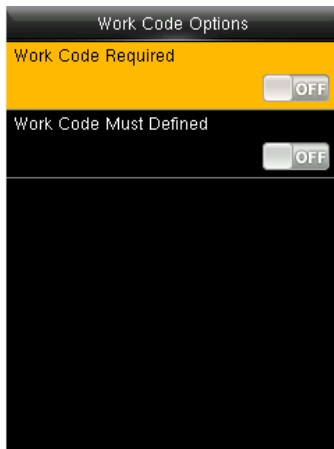
Enter into "Work Code" → "All Work Codes":



1. Select a work code.
2. Press "Edit" to modify the name. Press "Delete" to delete.

12.3 Work Code Options

Enter into "Work Code" → "Work Code Options":



Work Code Required: The work code must be input during verification. Select whether to enable this function.

Work Code Must Defined: The input work code has to exist during verification. Select whether to enable this function.