

USER MANUAL

Face&Fingerprint attendance machine

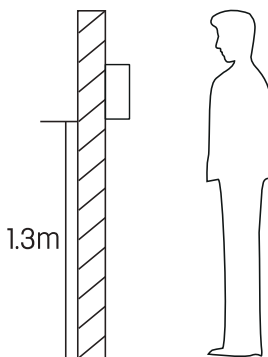
S171



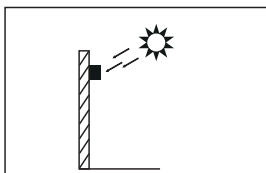
Dear customers , thank you for your products . We are committed to providing our customers with high quality products To ensure best performance,please read this manual carefully before use !

1. Location

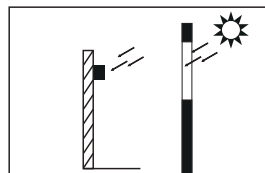
- Recommended height 1.2-1.5 metres



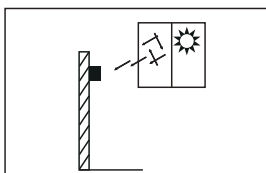
- Environment affecting the recognition effect



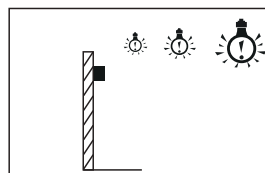
Direct sunlight



Direct sunlight through windows

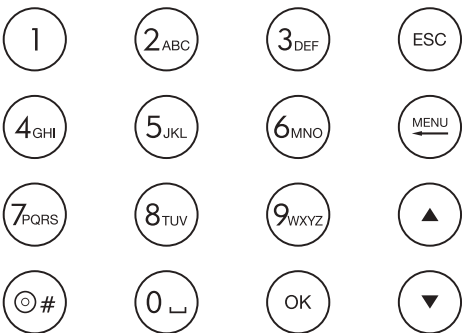


Oblique sunlight through windows



Lights at close range

2. Key Configuration and T9 Input Method Description



- ESC** Cancelling or exiting the current setting when operating the menu
- MENU** Entering the menu management (Backspace can be done after entering the menu)
- OK** Confirm the current setting
- ☎ #** Turn on and long press to turn off/ English, digital input switching
- ▲** Move the cursor upward when operating the menu
- ▼** Move the cursor downward when operating the menu
- 0...9** Input numerical value and 26 letters when operating menu and selecting menu.

3. Department Location

Departments		
Dept ID	Name	Users
1	Company	0
2	Admin	0
3	Sales	0
4	Finance	0
5	Production	0
6	Purchase	0

Press the [MENU] key to enter the main menu, select "User Management" → "Department Settings" to enter the department settings interface, click on the department that needs to be modified, use the T9 input method to enter the name of the department, click "OK! Click on the department you want to modify, enter the department name with T9 input method, and then click "OK" to save it.

Note: No changes are required if the default department is used.

4. Registering Users

No.	Item	Info
1	Name	
2	Department	Company
3	Shift	Default Shift
4	Password	Unset
5	Privilege	User

1. Press the [MENU] key to enter the main menu, select "User Management" and "Register User", and then press the [OK] key to enter the new user interface.

2. Press [ESC] key to save and exit after setting as required.

Work number: Press the numeric key to input the work number.

Name: Use T9 input method to input.

Department: When the cursor is in the Department column, press the key to select the department from the list.

Shift: Press [OK] to set the user's shift.

Face: Press the [OK] key to point the camera to record the face.

Fingerprint: Press [OK] key to enter the fingerprint registration interface, press the fingerprint collector three times with the same finger to register fingerprint successfully.

Password: Input 1-6 digits password, you can not set it.

Level: When the cursor is in the level column, press √ key to select the authority, you can register the administrator.

5. Setting up attendance rules

Attendance Rules

Verification Mode

Re-verify Time

Duty-On Late

Duty-Off Early

Delete Time Log Count

FPMPWD

1Min

0Min

0Min

500Logs

OK-Select ESC-Back

Press [MENU] key to enter the main menu, select "Attendance Rule", set the time of repeated invalid attendance, allowable late time and early departure time.

6. Setting up shifts

Shift Time Setting

Shift No.

Attend Time Interval

1

09:00

AM

12:00

2

13:00

PM

18:00

3

OT

4

5

6

Press [MENU] key to enter the main menu, select "Shift Setting" → "Set Shift", select the shift you need to modify, manually enter the time period you need to modify, and press "OK" after you finish the modification Press "OK" button.

Note: The default is shift 1.

7. Scheduling Employees

Dept Shift

Please Input Dept ID.

Dept ID

1

OK

Name

Company

Cancel

Dept Shift

Dept ID

1

Name

Company

Su

Mo

Tu

We

Th

Fr

Sa

1

1

1

1

1

1

OK

Cancel

Press [MENU] key to enter the main menu, select "Shift Setting"- "Scheduling Mode" to enter the menu, you can select two modes of departmental scheduling and user scheduling.

Scheduling by Department:

1. Input the number of the department to be edited, and then press "OK" to enter the interface of department scheduling.
2. Select the week you want to modify and enter the corresponding shift number.

Note: Departmental shifts are scheduled in a cyclic manner, and after setting up, the weekly shifts will be managed according to the set shifts. Departments that have not been scheduled will be scheduled according to the default shift 1.

7. Scheduling Employees

User Shift

Face Verify

ID

Name

Dept

Company

OK

Cancel

Verify face

User Shift

ID

1

Name

Jun 2024

Dept

Company

Su

Mo

Tu

We

Th

Fr

Sa

16

17

18

19

20

21

22

1

1

1

1

1

Apply to next weeks

OK Save

Scheduling by User:

1. Enter the employee's work number or face verification, and press "OK" to enter the user scheduling interface.
2. Select the date you want to modify and enter the shift number.

Note:The user scheduling is monthly scheduling mode, which can set the shifts before and after three months, and the users who have not been scheduled will be scheduled according to the default shift 1.

8. Download and view reports

[Menu]

Report Management

1. User

2. Attendance Settings

3. Attendance Rules

4. Report Management

5. Advanced

6. System Info

▲ ▼ +OK-Select ESC-Back

[Report Management]

All Reports Download

Attendance Report Download

Abnormal Report Download

Attendance Record Download

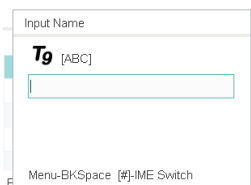
Synchronize User Info

▲ ▼ +OK-Select ESC-Back

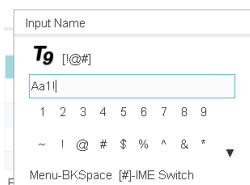
1. Insert the USB memory stick into the USB port of the machine.
 2. Press the [MENU] key to enter the main menu, click "Report Management" to enter the report management interface.
 3. Select the form you want to download, enter the download interface, and complete the download according to the interface prompts.
- Download Instructions.
- Select "Download All Reports" to download reports including: Attendance Report, Employee Swipe Record Form, Abnormal Calculation Form.

9. T9 Input Method

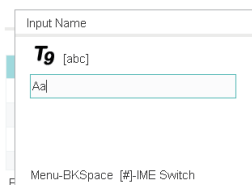
Use T9 Input Method to input text at the location where it needs to be input (e.g. name, department name, shift name, etc.)



1.Press [OK] to start T9 Input Method, press [#] to switch to English, symbols or Pinyin.



2.For example, to input "Li", press number "5"three times to select letter "L"



3.Press number"4"-for 3 times to input letter "i"

10.QUICK ENQUIRY OF ATTENDANCE LOG VIEW

Select time range to be enquired in "Attendance Log View" interface. Choose the date to be enquired and press **【OK】** to view record.

11.PACKAGE LISTING

In addition to the machine, the box also contains the following items:

1. Attendance machine instruction manual *1pcs
2. Attendance machine power charger *1pcs
3. Expansion solenoid *3 pcs
4. Screw *3 pcs

Remark:Please use the FAT32 format USB fash disk, if the attendance machine cannot identify your UsB disk, please convert it to FAT32 format and then operate.

PRODUCT WARRANTY CARD

Thank you for purchasing our products. For insuring their interests, customers who purchased our products can contact local dealers or contributing maintenance station and present invoices and warranty cards if any glitch occurs due to product quality.

1. Malfunctions arise under regular usage within a year since purchase, our company provides free repairment and component replacement accordingly.

2. This Warranty Card and invoice are proof for us to offer customers aftersale services, it's valid after filling out detailed forms below and stamped official seal by dealer.

3. Free warranty services are inavailable and charged services are given if any of following items are applied.

(1) Expired valid warranty period.

(2) Damage caused by improper usage, maintenance or reserve which failed to follow instructions given by the user's manual.

(3) Glitches and malfunctions caused by unauthorized disassembly, repairment, refit.

(4) Damage and malfunctions caused by force majeure.

(5) Easily damaged components and accessories.

The card is attached to product and one for each, please keep it well to insure your right to receive our free-of-charge maintenance services. No replacement will be given if lost.

Date of Purchase: _____Y_____M_____D

Product Info.	Product Name		Serial No.		
	Ref. No.		Date of Manufacture		
Customer Info.	Name of Company			Contact Name	
	Address			Phone No.	
Sales Info.	Name of Seller			Contact Name	
	Address			Phone No.	
	Date of Selling			Invoice No.	
Maintenance Records	Malfunction Statement	Results of Repairment	Sign by Customer	Sign by Repairment Conductor	Date

This part can be cut through this dotted line and kept by dealer.

Product Info.	Product Name		Serial No.		
	Ref. No.		Date of Manufacture		
Customer Info.	Name of Company			Contact Name	
	Address			Phone No.	
Sales Info.	Name of Seller			Contact Name	
	Address			Phone No.	
	Date of Selling			Invoice No.	
Maintenance Records	Malfunction Statement	Results of Repairment	Sign by Customer	Sign by Repairment Conductor	Date

CERTIFICATE

Inspector: _____

Date of manufacture: _____

DELI GROUP CO., LTD.

Deli Industrial Zone, Ninghai County, Ningbo
City, Zhejiang Province, China Made in China
info@nbdeli.com www.deliworld.com



**KEEP FOR
FUTURE USE**

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