USER MANUAL
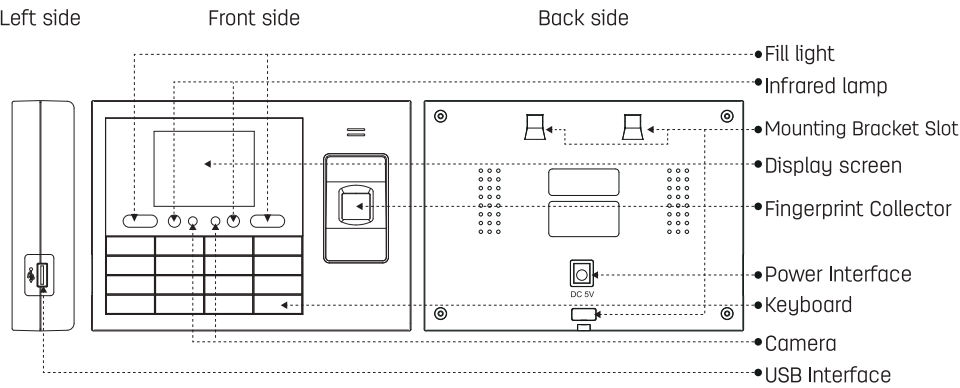
Face and fingerprint attendance machine

S172

Images are for reference only. Actual product may vary

1.This time attendance machine requires no software installation and allows downloading attendance reports via USB flash drive

2. Please use a USB flash drive formatted in FAT32. If the time-clock device cannot recognize your USB drive, convert it to FAT32 format first before proceeding.
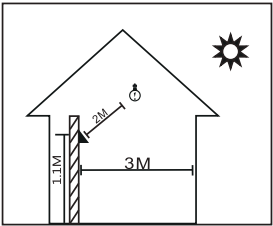
contents

1. Appearance Diagram

Left side   Front side   Back side

•Fill light
•Infrared lamp
•Mounting Bracket Slot
•Display screen
•Fingerprint Collector

•Power Interface
DC 5V
•Keyboard
•Camera
•USB Interface

2. Equipment Installation Environment

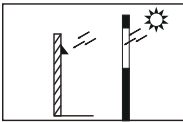## 1.Recommended installation location

2M
1.7M
3M

Install the equipment indoors, keeping it 3 meters away from windows and doors, and at a distance of more than 2 meters from light sources. Avoid placing it beside windows or using it outdoors.

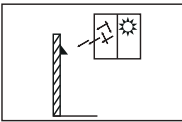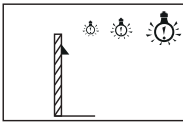## 2.Several installation locations that affect the recognition effect
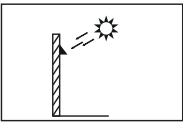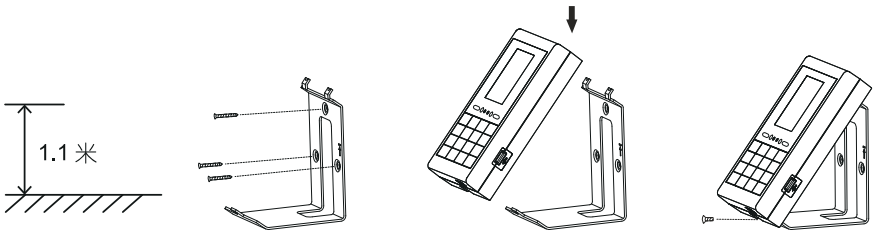
Direct sunlight   Direct sunlight   Slanting sunlight   The light is shining
                         through the window   through the window   at a close range
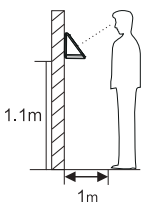
3. Installation Method

1. The recommended height from the baseline to the ground is 1.1 meters (suitable for a height range of 1.55 meters to 1.85 meters), and it can be adjusted according to the overall height of the personnel. If the installation height is 1.2 meters, it is suitable for those with a height of 1.65 meters or above.
2. Align the screws with the holes on the wall and fix the whole machine bracket.
3. Hang the device onto the whole machine bracket from top to bottom.
4. Fix the bottom part

4. Usage Location

1.Recommended standing position for personnel

The recommended distance between the personnel and the machine is 0.5 meters to 1.5 meters (suitable for a height range of 1.55 meters to 1.85 meters), and it can be adjusted according to the effect of the device in capturing facial images. When the facial image is large, the personnel can move backward appropriately; when the facial image is small, the personnel can move forward appropriately.

2.Recommended usage location
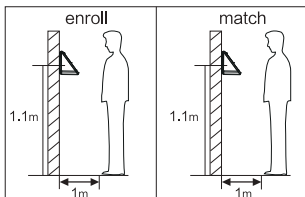
During the registration and usage process, the installation location of the device must remain unchanged. If it is necessary to move the device, the installation height must be kept consistent. Inconsistent installation height may lead to a decline in the device's recognition effect. When registering, follow the machine prompts for registration. The recommended distance between the face and the machine during registration is 0.5 - 1 meter.

3.Several usage methods that affect the recognition effect.
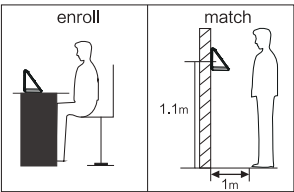
The postures for registration and comparison are inconsistent.
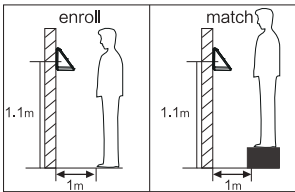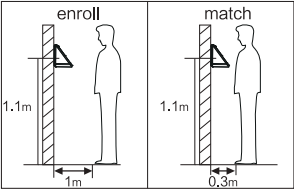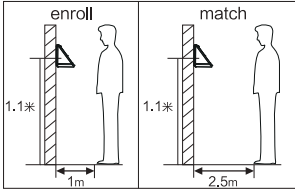

The position heights for registration and comparison are inconsistent.

The front - to - back distances during registration and comparison are inconsistent.

The distances (measured from front to back) for registration and comparison are inconsistent.

Warm reminder: During the registration and use process, please maintain a natural facial expression and standing posture.

5. Key Instructions

1	2 ABC	3 DEF	ESC
4 GHI	5 JKL	6 MNO	MENU
7 PQRS	8 TUV	9 WXYZ	▲
☺#	0 ␣	OK	▼

ESC When operating the menu, exit or cancel the current settings.

MENU Enter menu management. (It can be used as a backspace key when editing content.)

OK Confirm the current setting item

☺# Power on and power off (long - press for 2 seconds). Switch between Chinese, English, and numeric input.

▲ Move the cursor up when operating the menu.

▼ Move the cursor down when operating the menu.

0...9 When operating and selecting items in the menu, you can input numerical values and the 26 English letters.

6. Department Setup

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. Press the 【OK】 key to select "User Management" - "Depart-ment Settings". Press the 【OK】 key again to enter the department settings interface. Use the up and down arrow keys to select the department that needs to be edited, then press the 【OK】 key to enter the modifi-cation interface. After entering the department name, press the 【OK】 key to save.

Note: If you use the default department, there is no need for this setting.

7. Registered Users

1.Press the 【MENU】 key to enter the main menu. Press the 【OK】 key to select "User Management" - "Register User", and then press the 【OK】 key to enter the register user interface.

2.After setting as required, press the 【ESC】 key to save and exit.

Employee ID: Enter the employee ID by pressing the numeric keys.

Name: Use T9 input method to enter.

Department: After pressing the 【OK】 key, use the up and down keys to select the required department from the list.

Shift scheduling: Press the 【OK】 key to set the shift for the user.

Face: Press the 【OK】 key to enter the face registration interface. Face the camera directly, and the face will be successfully registered after the progress bar is completed.

Fingerprint: Press the 【OK】 key to enter the fingerprint registration interface. Press the fingerprint collector three times with the same finger to successfully register the fingerprint.

Password: Enter a numeric password of 1 - 6 digits. Setting a password is optional.

Level: After pressing the 【OK】 key, use the up and down keys to select the permission level. The administrator can be registered in this way.

Note: It is recommended that you download the relevant information form via a USB drive, edit it on your computer, and then upload it to the time - attendance machine.

8. Set attendance rules
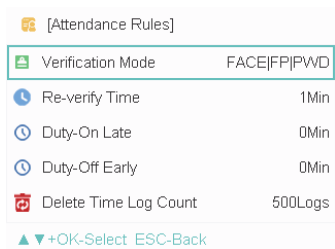
Press the 【MENU】 key to enter the main menu, press the ↓ key to select "Attendance Rules", and then press the [OK] key to enter the interface, where you can set the rules according to your needs.

9. Set work shifts

Shift Time Setting	
Shift No.	Attend Time Interval
1	AM
2	09:00 12:00
3	PM
4	13:00 18:00
5	OT
6	

1. Press the 【MENU】 key to enter the main menu. Press the ↓ key to select "Shift Setting" → "Set Shift".
2. Press the 【OK】 key to enter the set shift interface. Press the ↓ key to select the shift to be modified, and then press the 【OK】 key to enter the shift editing interface. After editing, press the 【ESC】 key to return to the previous menu.
3. Press the ↑ ↓ keys to select the time period to be modified, and use the numeric keys to enter the working hours and off - duty hours.

Note: Default is Shift 1

10. Schedule employees' shifts

Press the 【MENU】key to enter the main menu. Press the ↓ key to select "Shift Setting" → "Shift Scheduling Mode".
Press the 【OK】 key to enter the menu, where you can choose between two modes: department - based shift scheduling or user - based shift scheduling.

1.Schedule shifts by department

Dept Shift

Dept ID   Name
1   Company

Su   Mo   Tu   We   Th   Fr   Sa
I   1   1   1   1   1

OK   Cancel

1. Enter the number of the department to be edited by pressing the numeric keys, and then press the 【OK】 key to enter the department shift - scheduling interface.
2. Use the ↑ ↓ keys to select the day of the week to be modified, and enter the corresponding shift number by pressing the numeric keys.

Note: Department - based shift scheduling is carried out on a weekly basis. After setting, the shift schedule for each subsequent week will follow the set shifts for attendance management. Departments without shift scheduling will be scheduled according to the default Shift 1.

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2.Schedule shifts by user

1. Enter the employee ID of the user to be edited by pressing the numeric keys, and then press the 【OK】 key to enter the user shift - scheduling interface.
2. Use the ↑ ↓ keys to select the date to be modified, and enter the corresponding shift number by pressing the numeric keys.

Note: User - based shift scheduling is carried out on a monthly basis. This method allows you to set shifts for the next three months. Users without shift scheduling will be scheduled according to the default Shift 1.

11. Download and view reports

1. Insert the USB flash drive into the USB slot of the machine.
2. Select "Report Management" and press the 【OK】 key to enter the menu.
3. Select the form you want to download, press the 【OK】 key to enter the download time - period input interface. Enter the time - period you need to download by pressing the numeric keys, and then press the 【OK】 key to enter the download interface.

Warm Tips:
1. To protect the authenticity of user data, all attendance reports are password - protected and locked. You cannot directly edit, modify, or perform other operations on the original form. If you need to edit the attendance report for work - related reasons, please select all the report content, copy and paste it into a newly created Excel form, and then perform the operations.
2. The time - attendance machine has certain requirements for USB flash drive compatibility. It is recommended to use a USB flash drive with a capacity between 4GB and 32GB and a file system of FAT32 for download operations.

12. Instructions for quickly querying employees' attendance records

1. Press the 【OK】 button on the initial interface and enter your face/fingerprint to start the query.
2. In the date field, you can select the time range for the query. Press the ↓ button to select the query and then press the [OK] button to display the attendance records.

13. Schedule employees' shifts

In addition to the machine, the following items are included in this packing box:

1. One instruction manual for the time attendance machine
2. One power adapter
3. Three expansion screw pipes
4. Three self - tapping screws (ST3.9*40)
5. One machine - threaded screw (M3*6)
6. One integral machine bracket

PRODUCT WARRANTY CARD

Thank you for purchasing our products. For insuring their interests, customers who purchased our products can contact local dealers or contributing maintainence 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 inproper usage,maintainence 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.	

Maintanence 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.	

Maintanence Records	Malfunction Statement	Results of Repairment	Sign by Customer	Sign by Repairment Conductor	Date

CERTIFICATE

Inspector : _____

Date of manufacture : _____

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**KEEP FOR
FUTURE USE**

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P A P

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