

# User Manual

## Quick start:



Press "M" key to enter the interface of main menu, which includes user management, system setting, data management, communication setting, access control setting and system information.

## User registration process:

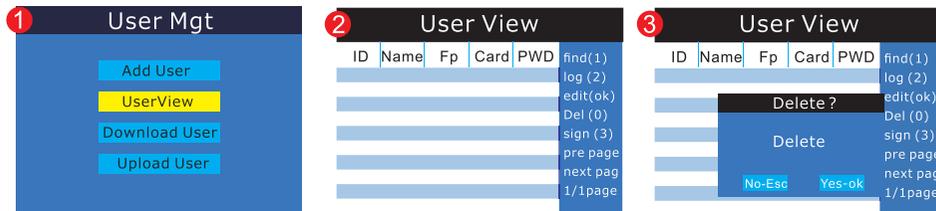
**Step 1:** Enter "User management"  
**Step 2:** Enter "User registration"  
**Step 3:** Enter "New Registration"



**Note:** Set administration authority on this interface

## Process to delete users

**Step1:** Enter "User management" and select "Users browser"  
**Step2:** Enter "Users browser", select the person to be deleted and press "0" to confirm  
**Step3:** Pop out "Delete" interface, and press "OK" key to confirm



## How to import & export work schedule ?

Plug in flash drive and press "OK" to view main menu. Press navigation keys to select "settings" and press "OK" again to enter the page for setting. Press ▼ to select "export work schedule".

Notes: the steps for importing work schedule are the same as mentioned above.

### Method 1: Prepare work schedule with Excel (recommended)

Work Schedule and Time Sheet											
Help information											
Shift No.	Department Name	Morning Shift			Middle Shift			Night Shift			Starting Time of the Next Day
		From	To	Attendance Type	From	To	Attendance Type	From	To	Attendance Type	
1	Production Department	08:00	12:00	0	13:30	17:30	0	19:00	23:00		00:00
2	Sales Department	08:30	12:00	0	14:00	18:00	0				00:00
											00:00
8	Engineering Department	09:00	12:00	0	14:00	18:00	0	19:00	00:00		07:00

Fill in shift No., starting time and closing time of each shift, attendance type, and starting time of the next day.

## How to upload & download user information sheet ?

Plug in flash drive and press "OK" to view main menu. Press navigation keys to select "user management" and press "OK" again to enter the page for user management. Press ▼ to select "export user information sheet".

Notes: the steps for importing user information sheet are the same as mentioned above.

### Method 1: Prepare user information with Excel (recommended)

User Information Sheet							
Help information							
User ID	Name	Department	Shift No.	Access Right	Fingerprint	Password	Card No.
1	Zhang San	Company	1	0		88888888	1234567890
2	Li Si	Production Department	5	1			
N	Wang Wu	Mould Department	8	0			

Fill in user ID, name, department name, shift No., access right, card No., and fingerprint.

All fingerprints are saved in file "AFP-001.DAP", which can be downloaded and uploaded from one machine to another.

### How to set rules for checking attendance ?

Press "M/OK" to view main menu. Press navigation keys to select "settings" → "rules for checking attendance" and press "M/OK" again to enter.

1. Press ▲/▼ to move cursor into the field and press "OK". Press numeric key to set value;
2. "Registration free" is a function allowing the enterprises to check work attendance flexibly. The setting depends on actual situation of the enterprises.

### How to download attendance record for review ?

Press "M/OK" to view main menu. Press navigation keys to select "attendance record" and select file format for downloading the record:

#### Data management:

Press "M" key to enter the interface of main menu, press page down key to enter data management, and press "OK" key to enter data management interface

#### Access control stting

Press "M" key to enter the interface of main menu, press page down key and select access control setting, and press "OK" key to enter access control setting interface

## Compliance certificate

Name of product: .....

Model of product : .....

Serial number: .....

Date of manufacture: .....

Inspector: .....

## Warranty card for products

Name of product : .....

Model of product : .....

Sales date: .....

Name of distributor: .....

Tel of distributor: .....

Address of distributor: .....

Name of customer: .....

Contact phone: .....

Address of customer: .....

Cause for fault: .....

## Notes for warranty repair

**To safeguard your interests and free you from after-sales trouble. We provide one year's warranty services of good quality.**

1. Within the warranty period, if any electronic fault occurs, warranty repair will be available against the warranty card and the invoice.
2. For any repair or change of any product due to its fault (no external damage of the product), we will send out the substitute within 15 days after receiving the product.
3. The following cases are not within the warranty scope: The user alters or changes serial number of the product or the machine; Any damage of product used in the enviroment not complying with conditions for using it; Any damage of product due to poor transportation; The product is repaired or dismantled by the personnel not authorized by the company or a professional.
4. The following circumstances will be charged according to actual conditions (material cost will be charged additionally): Within or beyond the warranty period or beyond service contract: Any fault or damage as a result of acts of the God such as earthquake, fire or flood; Any fault as a result of improper use (such as power source).

**Excellent quality    Excellent service**