ZKTeco

Quick Start Guide for the Self-Service Attendance Terminal
Version: 4.1

1. Department Setting (Not Required If the Default Department Is Selected)

1. Press and hold the [**M/OK**] key to enter the **Main menu**. Choose **Dept. Set** and press the [**M/OK**] key to the **Department Set** interface:

No.	Dept. Name	
1	Campany	Edit(OK)
		Delete(0)
		Add(3)
		Up(<)
		Down(>)
		(1/1)

2. Press ▼ to select the department and press the [**M/OK**] key to enter the modification interface.
3. Press the '3' key to enter the **Add department** interface, input the department name by using the T9 input method (for details, see page 4), and press the [**M/OK**] key to save the setting.

2. User Registration

1. Press and hold the [**M/OK**] key to enter the **Main menu**. Press ▶ key to select **User Mgt.** --> **Add User** and press [**M/OK**] key to enter the **Add User** interface:

Add usr

ID	1
Name	Joe
FP	Enroll FP FP Cnt: 1
PWD	Enroll PWD
Dept.	Company M/OK
Purview	User ESC

ID: Enter an employee ID.
Name: Enter a name by using the T9 input.
FP: Press the [**M/OK**] key to enter the Enroll fingerprint interface, press against the fingerprint collector three times with the same finger.
PWD: Enter a password that consists of 1 to 8 digits.
Dept.: Press ▶ to select a department from the list.
Purview: Press ▶ to select user permission from the list. An administrator can be registered.

3. Attendance Rule Setting (Not Required If you use the Default Rule.

1. Press and hold the [**M/OK**] key to enter the **Main menu**. Press ▶ key to select **Shit set** --> **Attendance Rule** and press [**M/OK**] key to enter the **Attendance Rule** interface:

☺ **Note: Schedule Type** can be set to **Dept. Shifting** or **Personal Shifting**. The default shift is applied to departments or employees without shift schedules.

Attendance Rule

Count Late On-duty	0	Min
Count Leave Off-duty	0	Min
Schedule Type	Dept. Shifting	
Default Shift	Shift 1	
SAT On-duty	N	M/OK
SUN On-duty	N	ESC

Press ▲/▼ to move the cursor to a desired option. Enter a desired value in the entry box using the numeric keypad. Press ◀/▶ key in the scroll box to switch to the desired value. After finishing the setting, press [**M/OK**] to save your settings or press [**ESC**] to cancel your settings and return to the previous interface.

4. Shift Setting (Not Required If the Default Shift Is Selected)

1. Press and hold the [**M/OK**] key to enter the **Main menu**. Press ▶ key to select **Shit set** --> **Shift Setting** and press [**M/OK**] key to enter the **Shift Setting** interface:

Edit shift

Number		On-duty	Off-duty
1	Nanme	Shift1	
2			
3	Time 1	09 : 00	18 : 00
4			
5	Time 2	:	:
6			
7	OT	:	:
8		M/OK	ESC

Shift 1: From 09:00 to 18:00, with attendance required twice a day.
Shift 2: From 09:00 to 12:00 in the morning and from 13:00 to 18:00 in the afternoon, with attendance required four times a day. Other shifts can be set as required.

2. Press ▲/▼ to move the cursor to the parameter that you want to set, enter the shift name by using the T9 input method, and enter the on-duty and off-duty time by using the numeric keys.

5. Schedule Setting (Not Required If the Default Schedule Is Selected)

Press and hold the [**M/OK**] key to enter the **Main menu**. Press ▶ key to select **Shit set** --> **Schedule Setting** and press [**M/OK**] key to enter the **Schedule Setting** interface:

● **When Dept. Shifting is selected for Attendance Rule:**

①

No.	Dept. Name	ShiftName	
1	Campany	Shift 1	Find (1)
			Edit (OK)
			Up(<)
			Down(>)
			(1/1)

② **Edit Schedule**

Dept.Name	Campany
ShiftName	Shift2
Number	1
	M/OK
	ESC

Press ▼ to select shift then press [**M/OK**] key to enter the **Edit Schedule** interface.

Press ▼ key to select **Shift Name**. Press [**M/OK**] key to save.

● **When Personal Shifting is selected for Attendance Rule:**
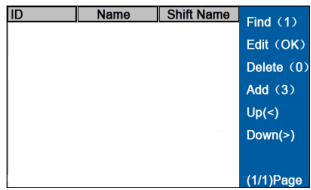
1 Press numeric key '**3**' to enter **Add Schedule** interface.
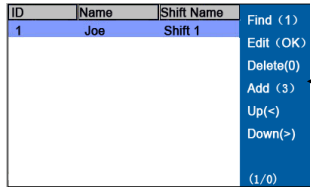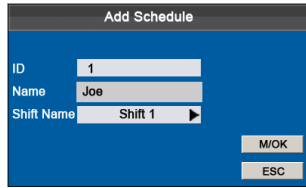
2 Enter ID. The device automatically displays the name. Press ▶ key to select **Shift Name** and then press [**M/OK**] to save.

The default shift is applied to employees without shift schedules.

6. Employee Attendance

Within the specified attendance time, an employee presses against the fingerprint collector with the finger used for registration or uses a password for attendance.

7. Download and Report Check

1. Press and hold the [**M/OK**] key to enter the **Main menu**. Press ▶ key to select **Report** --> **Download Att. Report** and press [**M/OK**] key to enter the **Download TZ setting report** interface:
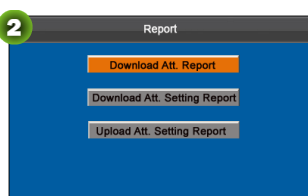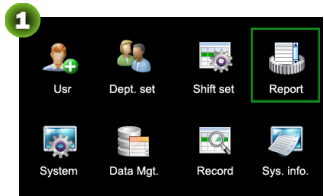
3 **2**. Insert a USB flash drive into the USB port of the terminal or an SD card into the SD card slot of the terminal. (If a USB flash drive and an SD card are inserted at the same time, information is downloaded to the USB flash drive.)
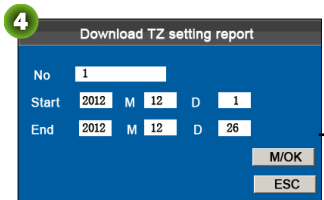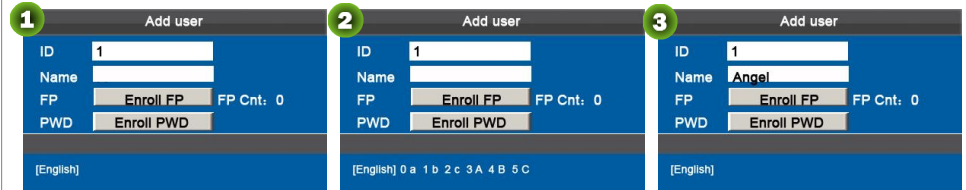
5 3. Enter the start and end dates then press [**M/OK**] key to calculating & downloading.
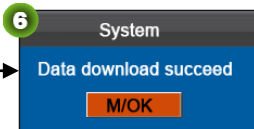
Appendix 1 T9 Input Method Description

The T9 input method is used to enter texts such as employee names, department names, and shift names.

Press the [**M/OK**] key to enable the T9 input method.

Press ▲/▼ to switch to the English, character, or Pinyin mode. Enter 2 and press the keys from 3 to A.

Enter letters **Angel** in the same manner.

Appendix 2 Quick Search for Employee Attendance Records

Press the '0' key when the initial interface is displayed. Press numeric key to enter the **ID.**

Enter the record time by using the numeric keys and press the [**M/OK**] key. The records are displayed.

Contact

Contact information:

　　Southern regions:　400-8840-880 (09:00–18:00 from Monday to Saturday)

　　Northern regions:　400-7000-500

All functions are subject to the actual products. **ZKTeco** is not liable for the inconsistency between this document and actual products due to constant update of the products or any discrepancy caused by the inconsistency between this document and actual technical parameters. This document may be updated without prior notification.

For more information, see the **Self-Service Attendance Terminal User Manual**, which can be downloaded from www.zkteco.com.