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:

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:

   - **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 Shift 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.

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 Shift set --> Shift Setting and press [M/OK] key to enter the Shift Setting interface:

   - **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 Shift set --> Schedule Setting and press [M/OK] key to enter the Schedule Setting interface:

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

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

- **When Personal Shifting is selected for Attendance Rule**:

1. Press ▼ key to select Shift Name. Press [M/OK] key to save.
Appendix 1 T9 Input Method Description

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

1. Press the [M/OK] key to enable the T9 input method.
2. Press ▲/▼ to switch to the English, character, or Pinyin mode. Enter 2 and press the keys from 3 to A.
3. 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.