



## 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	Edit(OK)
1	Company	Delete(D) Add(3) Up(<) Down(>)

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:

Number	Name	On-duty	Off-duty
1	Shift1	09 : 00	18 : 00
2			
3			
4	Time 1	09 : 00	18 : 00
5	Time 2		
6			
7	OT		
8			

**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	Find (1)
1	Company	Shift 1	Edit (OK) Up(<) Down(>)

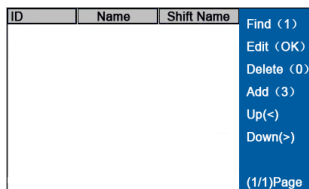
Press **▼** to select shift then press **[M/OK]** key to enter the **Edit Schedule** interface.

2

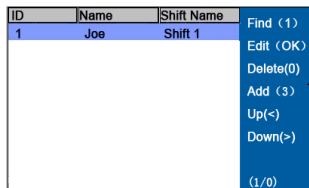
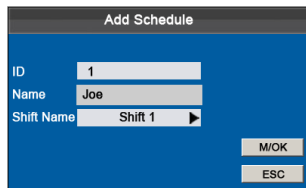
Edit Schedule	
Dept. Name	Company
ShiftName	Shift2
Number	1
	M/OK
	ESC

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.



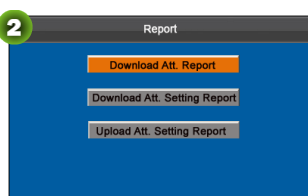
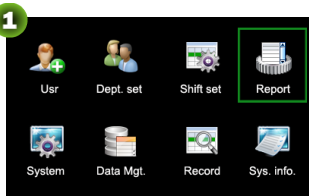
## 6. Employee Attendance

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

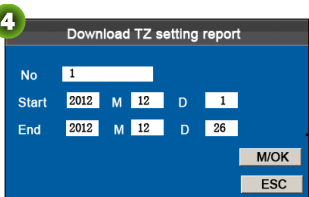


## 7. Download and Report Check

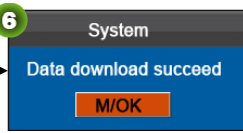
1. Press and hold the **[M/OK]** key to enter the **Main menu**. Press **▶** key to select **Report**--> **Download Att. Report** and press **[M/OK]** key to enter the **Download TZ setting report** interface:



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.)

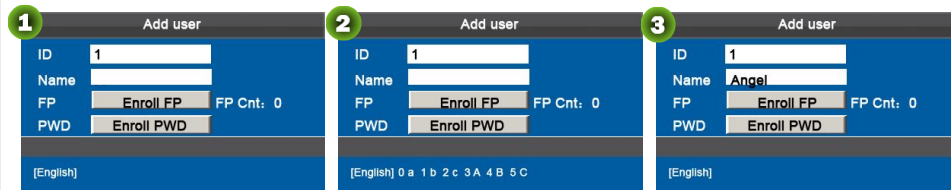


3. Enter the start and end dates then press **[M/OK]** key to calculating & downloading.



## 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

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For more information, see the **Self-Service Attendance Terminal User Manual**, which can be downloaded from [www.zkteco.com](http://www.zkteco.com).