

SSR 3 寸彩屏系列用户手册

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内容介绍

本文档主要介绍了 SSR 3 寸彩屏系列产品的界面及菜单的功能操作。

关于本手册

- I 所有功能都以实际产品为准，由于产品的不断更新，本公司不能承诺实际产品与该资料一致，同时也不承担由于实际技术参数与本资料不符所导致的任何争议，任何改动恕不提前通知。
- I 本文档中的图片说明，可能与您手中产品的图片不符，请以实际产品显示为准。

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第 1 章 使用须知

1.1 推荐使用步骤

步骤一：安放好设备并给设备通电。

步骤二：插上 U 盘或 SD 卡，进入主菜单的“报表管理”，下载设置报表，下载设置报表到 U 盘或 SD 卡，再拔出 U 盘或 SD 卡插入到电脑上，打开设置报表，在考勤设置表中填写好需要用到的班次；在排班设置表中填写好员工信息（工号、姓名、所属部门等）和班次。

备注：指纹、密码、权限在考勤机上登记。

步骤三：将 U 盘或 SD 卡插入考勤机，进入主菜单的“报表管理”，上传设置报表。

步骤四：进入主菜单的“管理用户”将员工信息的指纹、密码，权限登记好（完善员工的信息）。

步骤五：用户验证，确认登记指纹、密码是可用的。

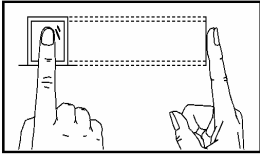
步骤六：检查设备时间是否准确，确认完毕后即可开始考勤。

步骤七：月末统计时进入考勤机主菜单的“报表管理”，通过 U 盘或 SD 卡下载标准报表到电脑上统计。

1.2 按压指纹的方式

推荐手指：食指、中指或无名指；避免大拇指和小拇指（因为它们按压采集窗口时通常很笨拙）。

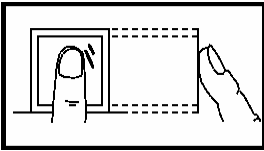
- 1) 正确的手指按压示意图：



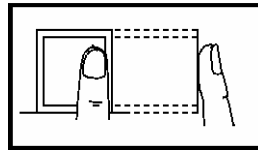
手指平压于指纹采集窗口上
指纹纹心尽量对正窗口中心

- 2) 几种错误的按压方式：

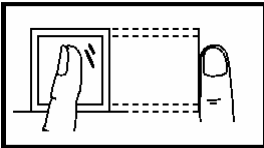
垂直



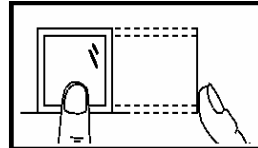
太偏



倾斜



太靠下



请采用正确的指纹按压方式进行登记和比对，以免操作不当而导致的识别性能降低。

1.3 初始界面

设备初始界面如下图所示：



考勤状态：按压设备上的状态键时可以更改考勤状态，并在屏幕上将状态键对应的状态信息显示出来。

日期与时间：显示当前设备的时间。日期和时间可通过**时钟**菜单中的**时间日期**设置进行校准。

1.4 验证方式

在初始界面，用户通过指纹、密码验证方式考勤，考勤通过后将在设备上保存考勤记录。

▼ 指纹考勤

(1) 1:N 指纹验证

将当前在指纹采集器上按压的指纹与设备中的所有指纹数据进行比对。

步骤一：使用正确方法在采集器上按压指纹。

步骤二：当设备语音提示“谢谢”时，验证完成。



当设备提示“请重按手指”，请返回步骤一再操作。



(2) 1:1 指纹验证（工号+指纹）

将当前在采集器上按压的指纹与键盘输入的用户号码相关联的指纹进行比对，当用户的指纹识别比较困难时使用此方式。

步骤一：在初始界面通过键盘输入要验证人员的工号。



步骤二：使用正确方法在采集器上按压指纹。

步骤三：当设备语音提示“谢谢”时，验证完成。



当设备提示“请重按手指”时：



请重新在指纹采集窗口按压指纹。设备默认允许员工再重试 2 次，重试次

数可以在 [4.1 系统参数](#) 中设置。重试 2 次后还失败则需返回步骤一再操作。

▼ **密码考勤**

步骤一：在初始界面通过键盘输入要验证人员的工号，按 M/OK 键。

步骤二：如果提示登记号码出错，则说明该号码不存在。



步骤三：出现输入密码的界面时，请输入密码。



步骤四：当设备语音提示“谢谢”时，验证完成。



当设备提示“密码错误”时，请重新输入密码。



设备默认允许员工再重试2次，重试次数可以在 [4.1 系统参数](#) 中设置。重试2次后还失败则要返回步骤一再操作。

1.5 主菜单

在初始界面，长按菜单键可以打开主菜单，如下图所示：



新增用户：添加新用户信息，包括工号、姓名、指纹、密码及权限。

管理用户：浏览设备的人员信息，包括工号、姓名、指纹、密码、部门及权限；对人员的基本信息进行增加、编辑或删除操作。

系统设置：设置系统的相关参数以及考勤参数，使设备在功能、显示等各方面最大化的满足用户的需求；设置部门和班次。

报表管理：统计出勤卡式报表和考勤统计报表至 U 盘。U 盘中的报表可在 PC 上查看。

数据管理：删除考勤数据和全部用户数据，恢复出厂设置和进行固件升级。

数据存储：可通过 SD 卡或 U 盘将设备内的用户信息和考勤数据导入到相配套的软件中处理或将用户信息导入到其他的指纹设备中使用。

记录查询：出勤记录查询和异常记录查询功能方便了员工查阅考勤成功后保存在设备中的记录和异常情况。

系统信息：查看当前设备的存储情况以及设备的版本信息等。

第2章 新增用户

将要考勤的人员的指纹、密码登记到设备上。



在主菜单中选择用户管理按 OK 进入新增用户界面：

The image shows a form titled '新增用户' (Add User). It contains several input fields and buttons. The fields are: '工号' (ID) with the value '1', '姓名' (Name) which is empty, '指纹' (Fingerprint) with a button '登记指纹' (Register Fingerprint) and a label '指纹数: 0' (Fingerprint count: 0), '密码' (Password) with a button '登记密码' (Register Password), '部门' (Department) with a dropdown menu showing '公司' (Company), and '权限' (Permissions) with a dropdown menu showing '普通用户' (General User). There are two buttons at the bottom right: '完成 (M/OK)' (Finish) and '取消 (ESC)' (Cancel).

工号：员工的考勤号码。

姓名：使用 T9 输入法输入员工的姓名。

指纹：登记员工的指纹，最多可登记十枚指纹。

登记了指纹的员工可使用指纹考勤。

密码：登记用户的密码，密码的有效位数为 1~8 位。

登记了密码的员工可使用密码考勤。

部门：为用户设定部门。

权限：给用户分配是否可操作菜单的权限。普通用户则只能使用指纹、密码考勤；管理员既可以和普通用户一样进行日常考勤，还可进入菜单操作各个选项。

K提示：未设置管理员时，任何人都可以进入菜单操作；设置管理员之后，进入菜单要进行管理员身份确认，成功后才能进入菜单。

例：新增用户流程如下：

2.1 输入工号

- 1) 由设备默认分配的工号。
- 2) 按“◀”键删除默认分配的工号，从键盘输入工号，输错工号还可以按“◀”删除重新输入。

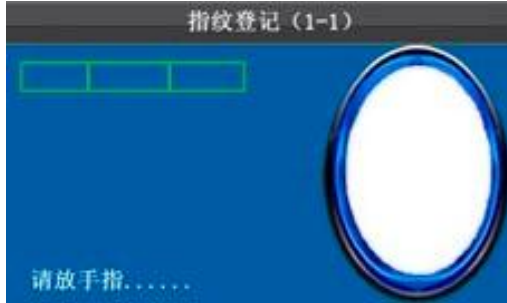
K提示：不建议使用系统备用的工号“8888”。

2.2 输入姓名

使用 T9 输入法输入员工姓名，请参见附录 T9 输入法。

直接按 M/OK 键或按▲/▼键将光标定位于“登记指纹”按钮上再按 M/OK 键，进入指纹登记。

2.3 登记指纹



根据设备提示按压手指，登记时需采用正确方式连续按压同一手指 3 次，成功后给出提示信息。

登记成功一枚指纹后如果需要继续登记指纹则按 M/OK 键再按压另一个手指，登记完成之后直接按菜单键、“ESC”返回上一界面，设备会提示当前已登记的指纹数。

按▲/▼键将光标定位于“登记密码”按钮上，按 M/OK 键进入密码登记。

2.4 登记密码



根据设备提示输入密码，按 M/OK 键再次密码确认，密码只能输入 1~8 位

数字。输入完成后保存按 M/OK 键，不保存按 “ESC”。

保存之后，设备会显示  屏幕，表示已设定密码。

2.5 设定部门

按 ▲/▼ 键从列表中选择部门，再按 OK 键确定。部门设定完成。

@ 备注：为员工设置部门前，需进行部门维护，详情请参见[第 4.3 节 部门设置](#)。

2.6 权限设置

管理员：可以通过指纹、密码考勤，还可进入菜单，拥有所有菜单的操作权限。

普通用户：只能通过指纹、密码考勤，以及考勤后查看考勤记录。

按 ▲/▼ 键将光标定位于“权限”输入框，按 OK 键进入权限设置，按 ◀/▶ 选择权限，再按 OK 键确定。

保存 / 退出用户登记

确认登记信息是否正确，确认完毕后保存即可。

保存方式：

- 1) 按菜单键或按 ▲/▼ 键将光标定位于“完成 (M/OK)”按钮再按 M/OK 键，设备提示“保存成功！继续输入吗？”，要继续按 M/OK 键，不要继续按 “ESC”。
- 2) 按 “ESC” 键或按 ▲/▼ 键将光标定位于“返回 (ESC)”按钮再按 M/OK 键，设备提示“数据已改变，确定保存吗？”，按 M/OK 键保存并返回上一级菜单，按 “ESC” 不保存并返回上一级菜单。

第 3 章 用户管理

在设备上用户的基本信息包括工号、姓名、指纹、密码、管理权限。在公司考勤管理中，由于员工的人事变动，设备上的信息也需要相应的做出改动，因此设备提供了对用户进行增、删、查、改等操作。

在初始界面按 M/OK 键进入主菜单：



按 ◀/▶ 选择**管理用户**或按 2 键进入管理用户界面。

工号	姓名	指纹	密码	查找 (1)
1	徐静	2		记录 (2)
2		2		编辑 (OK)
#3		1	*	删除 (0)
10001		2		新增 (3)
20001		0	*	上一页 (0)
20002		1		下一页 (0)
20003		2		(1/1) 页
20004		0		

J

备注：上图中#表示该员工为管理员，*表示已登记密码。

3.1 查找用户

当已经登记的用户较多时，为了方便管理员快速定位到某一员工，设备提供了通过“工号”来检索员工。

在管理用户界面按 1 键进入“查找用户”界面：

输入要查找的员工的工号，按 M/OK 键查找，查找成功后会自动将蓝色光标定位于该员工，如无此员工则提示“无登记数据”。

3.2 记录查询

管理员在查看员工的指纹等登记信息时，同时还可以查看员工当月的考勤记录情况。

在管理用户界面按 2 键进入“记录查询”界面，可以查看所选员工当月的考勤记录：

日期	记录查询 工号: 1									
05/07	07:20	12:03	13:26	18:02	18:59	21:14				
05/08	07:55	11:58	13:40	18:11						
05/09	08:00	12:20	13:21	18:05						
05/10	07:54	12:08	13:09	18:22	19:10	22:00	22:01			
05/11	07:40	09:10	09:11	09:11	10:00	12:03	13:21			
	18:20	19:35	21:40							
05/12	07:52	12:21	13:25	17:47						
05/14	07:56	12:01	13:24	18:53						
05/15	07:30	12:12	13:30	18:20						
上一页 (<) 下一页 (>) 明细记录: M/OK										

按▲/▼键一行一行的翻阅考勤记录。

按◀/▶键一页一页的翻阅考勤记录。

按 M/OK 键查询明细情况：

工号	姓名	考勤	验证	状态	
10001	程曦	05-08 07:21	F	1	
10001	程曦	05-08 12:14	F	4	
10001	程曦	05-08 13:12	F	5	
10001	程曦	05-08 18:30	F	0	

记录 (1/4) F: 指纹 1: 下班签到

查看完成之后按“ESC”返回管理用户界面。

3.3 编辑用户

对已经存储在设备中的用户信息做修改或完善员工的信息，例如以前登记的指纹不可用了，需要再新登记指纹或者是登记密码，则需要进入“编辑用户”。

在管理用户界面使用▲/▼键或使用查找用户来选定要编辑的员工，然后按菜单键进入“编辑用户”界面，显示用户已登记的信息：

编辑用户	
工号	1
姓名	
指纹	登记指纹 指纹数: 1
密码	登记密码
部门	人事部 ▶
权限	普通用户 ▶
完成(M/OK)	
取消(ESC)	

工号不允许再修改，其他操作与新增用户类似。可以再登记指纹，没有密码或者需要修改密码则直接点击“登记密码”，权限也可以修改。

保存编辑/退出编辑

- 1) 按▲/▼键将光标定位于“完成(M/OK)”按钮再按 M/OK 键，保存编辑并返回管理用户界面。
- 2) 按“ESC”键或按▲/▼键将光标定位于“返回(ESC)”按钮再按 M/OK 键，设备提示“数据已改变，确定保存吗？”，保存则按 M/OK 键，不保存按“ESC”。

3.4 删除用户

“删除用户”选项是将员工的全部信息从设备中删除，在如下情况时使用：

- 1) 当员工的指纹或密码不需要使用时；
- 2) 当员工离职之后需要从设备中删除时。

在管理用户界面按▲/▼键或使用查找用户将蓝色光标定位于要编辑的员工，按 0 键删除显示如下提示：



按 M/OK 键确认要删除该用户所有信息，按“ESC”则不删除并返回管理用户界面。

J 备注：删除用户时不会删除该用户的考勤记录，其考勤记录可下载至相应软件查看。

3.5 新增用户

为方便操作员新增用户，在此处也有新增用户的选项，功能与 [2 新增用户](#) 相同。

第 4 章 系统设置



在主菜单中选择系统设置，按 OK 键进入设置界面：



参数设置：设置系统参数和考勤参数，使设备在功能、显示，考勤等各方面最大化的满足用户的需求。

考勤规则：设定员工的考勤规则，包括迟到、早退计算方法。

部门设置：浏览设备的部门信息，对部门的编号或名称进行增加、编辑或删除操作。

班次设置：查看和编辑设备默认支持的 24 个班次。

日期时间：设备的时间日期需要设置准确才能保证考勤时间的准确。

4.1 系统设置

设置系统参数，使设备在功能、显示各方面最大化的满足用户的需求。



1: 1 匹配阈值: ID+指纹识别时与登记模板匹配的程度。

1: N 匹配阈值: 与登记模板匹配的程度。

推荐使用的匹配阈值:

拒判率	误判率	匹配阈值	
		1: N	1: 1
高	低	45	25
中	中	35	15
低	高	25	10

时间格式: 设置设备界面日期显示的格式。设备支持 10 种日期格式，YY-MM-DD、YY/MM/DD、YY.MM.DD、MM-DD-YY、MM/DD/YY、MM.DD.YY、DD-MM-YY、DD/MM/YY、DD.MM.YY、YYYYMMDD。

算法版本: 指纹算法版本号，只支持 10.0 算法。

键盘语音: 选择按键是否有声音。选择“开启”时按键有声音，选择“关闭”按键无声音。

指纹灵敏度: 设置指纹采集的灵敏度。推荐使用默认值“中”。当使用环境

干燥，导致按指纹反应迟钝时，可设置其值为“高”以提高指纹采集的灵敏度，当使用环境湿度较大，导致指纹图像不易识别时可设置为“低”。

语音提示：选择设备会在操作时是否提示语音。选择“开启”时操作有声音，选择“关闭”操作无声音。

音量：调节设备提示语音的音量（%）。

重复确认时间：在设置的时间范围内（单位：分钟），如已经有某人的考勤记录存在，那么，第二次考勤通过的记录将不会保存。（有效值为0~60分钟，0表示验证通过的记录全部保存。）

考勤记录警告：当剩余的记录容量达到设定的数值，设备将自动提示剩余记录的警告信息；（有效值为0~99，0表示记录容量满时，无警告。）

操作说明

按▲/▼键移动光标到要设置的项。如果是输入框，按数字键盘数字键输入要设置的值；如果是滚动框，按◀/▶键切换要设置的值，设置完毕后直接按M/OK 键或菜单键即可保存设置并返回上一界面，按“ESC”取消设置并返回上一界面。

4.2 考勤规则



考勤规则

记迟到时间 0 分钟

记早退时间 0 分钟

完成 (M/OK)

取消 (ESC)

记迟到时间：上班后超过此时间记为迟到。默认为 5 分钟。

记早退时间：下班前超过此时间记为早退。默认为 5 分钟。

按▲/▼键移动光标到要设置的项。如果是输入框，按数字键输入要设置的值；如果是滚动框，按◀/▶键切换要设置的值，设置完毕后直接按 OK 键即可保存设置并返回上一界面，按“ESC”取消设置并返回上一界面。

4.3 部门设置

建立部门组织架构。

在主菜单中选择系统设置，再选择部门维护，按 OK 键进入部门界面：

编号	部门名称	
1	技术部	编辑 (OK)
2	人事部	删除 (0)
3	财务部	新增 (3)
4	研发部	上一页 (<)
		下一页 (>)
		(1/1)页

当部门列表超过一页，可按 ◀/▶ 键可翻页查看。

1、新增部门

在部门界面按数字键盘 3 键进入新增部门界面：

新增部门	
编号	<input type="text"/>
部门	<input type="text"/>
完成 (M/OK)	
取消 (ESC)	

编号：设备自动为人员分配工号，从 1 开始，依次类推。

部门：使用 T9 输入法输入部门名称。（操作详见附录 T9 输入法）

2、编辑部门

按 ▲/▼ 键从列表中选择需要维护的部门后按 OK 键进入编辑界面：

在上图中，按▲/▼键从列表中选择相应的部门属性，修改部门编号和部门名称。

3、删除部门

按▲/▼键从列表中选择需要删除的部门后按数字键 0 键，弹出系统提示：

确定删除按 M/OK 键删除，不删除按 ESC 键退出。

4.4 班次设置

在主菜单中选择班次维护，按 OK 键进入班次维护界面：

班次号		考勤时段	
	时段	开始时间	结束时间
1			
2			
3	上午	09 : 00	12 : 00
4	下午	13 : 30	18 : 00
5	加班	19 : 00	21 : 00
6			
7			
8			

完成 (M/OK)

取消 (ESC)

设备默认提供 24 个可设置的班次。在这里可以设置好员工需要使用的班次。按▲/▼键从左边班次列表中选择需要编辑的班次，按▶键进入该班次的考勤时间段编辑：

上午开始时间和结束时间： 设置本班次上午的上下班时间。

下午开始时间和结束时间： 设置本班次下午的上下班时间。

加班开始时间和结束时间： 设置本班次加班的上下班时间。

按▲/▼键选择相应的班次属性，按数字键输入各个时间。

4.5 时间日期设置

设备的时间日期需要设置准确才能保证考勤时间的准确。

进入时间日期设定选项：

操作说明

按▲/▼键切换输入框，按数字键盘数字键输入要设置的值。设置完毕后直接按 M/OK 键保存设置并返回上一界面，按“ESC”取消设置并返回上一界面。

第 5 章 报表管理

设备进行考勤使用前，需先通过 U 盘或 SD 卡下载设置报表至电脑，在电脑上设置好考勤和员工排班，再将设置好的报表上传到设备中使用。月末再下载标准报表进行考勤统计。



在主菜单中选择输出报表，按 OK 键进入输出报表界面：



5.1 下载标准报表

在导出的这张报表中可以看到所有员工的指定日期的排班信息、考勤汇总、考勤流水和员工考勤表。

操作步骤:

1) 将 U 盘插入机器 USB 插槽或 SD 卡插入 SD 卡槽;

备注: 当同时插入了 U 盘和 SD 卡时, 设备将信息下载至 U 盘中。

2) 进入主菜单, 选择**报表管理**—**下载标准报表**;

3) 输入要查看报表的开始和结束日期;



4) 提示 “报表计算与下载中”, 稍等片刻;



5) 提示 “下载数据成功” 之后, 按 M/OK 键取出 U 盘或 SD 卡。



这时, 在 U 盘或 SD 卡中将保存 “标准报表.xls” 报表。放到电脑上可查看里面存放的排班信息、考勤汇总、考勤流水和员工考勤表。如下图所示:

排班信息表																											
统计日期: 2011-8-1~2011-8-7														特殊班次: 25-请假, 26-出差, 空-节假日													
工号	姓名	所属部门	1	2	3	4	5	6	7																		
			一	二	三	四	五	六	日																		
101	马欣	销售部	1	1	1	1	1																				
102	刘小青	销售部	1	1	1	1	1																				
103	钟小丽	财务部	1	1	1	1	1																				

考勤汇总表																											
统计日期:																											
工号	姓名	所属部门	工作时长		迟到		早退		加班时长		出勤天数 (标准工时)	旷工 (天)	请假 (天)	加班工资		绩效工资		考勤	备注	考勤	备注	考勤	备注	考勤	备注	考勤	备注
			标准	实际	次数	分钟	次数	分钟	正常	特殊				标准	实际	标准	实际										
101	马欣	销售部	35	35	0	0	0	0	0	0	0.55	0	0	0	0	0	0										
102	刘小青	销售部	35	35	0	0	0	0	0	0	0.55	0	0	0	0	0	0										
103	钟小丽	财务部	35	35	0	0	0	0	0	0	0.55	0	0	0	0	0	0										

刷卡记录表																											
考勤时间: 2011-														制表时间:													
工号	101	姓名	马欣	部门	销售部																						
09:00	08:30	09:00	08:32	08:34																							
12:02	12:00	12:02	12:02	12:02																							
13:10	13:11	13:10	13:10	13:10																							
18:30	18:34	18:30	18:30	18:30																							
工号	102	姓名	刘小青	部门	销售部																						
09:00	08:30	09:00	08:32	08:34																							
12:02	12:00	12:02	12:02	12:02																							
13:10	13:11	13:10	13:10	13:10																							
18:30	18:34	18:30	18:30	18:30																							
工号	103	姓名	钟小丽	部门	财务部																						
09:00	08:30	09:00	08:32	08:34																							
12:02	12:00	12:02	12:02	12:02																							
13:10	13:11	13:10	13:10	13:10																							
18:30	18:34	18:30	18:30	18:30																							

异常统计表																			
统计日期:																			
工号	姓名	所属部门	日期	上午		下午		迟到时间 (分钟)	早退时间 (分钟)	合计 (分钟)	备注								
				上班	下班	上班	下班												

考 勤 卡 表																																		
考勤日期:														制表日期:																				
部门: 销售部							姓名: 马欣							部门: 销售部							姓名: 刘小青													
日期: 2011-8-1~2011-8-7							工号: 101							日期: 2011-8-1~2011-8-7							工号: 102													
旷工		请假		出差		加班(小时)		正常		特殊		(份)		(份)		旷工		请假		出差		加班(小时)		正常		特殊		(份)		(份)				
0		0		0		0.0		0		0		0		0		0		0		0		0.0		0		0		0		0				
日期							上午							下午							签到													
1 一							09:00							12:02							13:10							18:30						
2 二							08:30							12:00							13:11							18:34						
3 三							09:00							12:02							13:10							18:30						
4 四							08:32							12:02							13:11							18:34						
5 五							08:34							12:02							13:10							18:30						
6 六																																		
7 七																																		

考 勤 表														考 勤 表														考 勤 表													
日期		上午		下午		加班		日期		上午		下午		加班		日期		上午		下午		加班																			
星期		上班		下班		上班		下班		上班		下班		上班		下班		上班		下班		上班																			
1 一		09:00		12:02		13:10		18:30		1 一		09:00		12:02		13:10		18:30		1 一		09:00																			
2 二		08:30		12:00		13:11		18:34		2 二		08:30		12:00		13:11		18:34		2 二		08:30																			
3 三		09:00		12:02		13:10		18:30		3 三		09:00		12:02		13:10		18:30		3 三		09:00																			
4 四		08:32		12:02		13:11		18:34		4 四		08:32		12:02		13:11		18:34		4 四		08:32																			
5 五		08:34		12:02		13:10		18:30		5 五		08:34		12:02		13:10		18:30		5 五		08:34																			
6 六										6 六										6 六																					
7 七										7 七										7 七																					

5.2 下载设置报表

在进行考勤之前, 先通过 U 盘或 SD 卡下载设置报表到 PC 机上, 将班次、员工信息和员工使用的班次设置好。

操作步骤:

1) 将 U 盘插入机器 USB 插槽或 SD 卡插入 SD 卡槽;

备注: 当同时插入了 U 盘和 SD 卡时, 设备将信息下载至 U 盘中。

2) 进入主菜单, 选择**报表管理**—**下载设置报表**;

3) 提示“报表计算与下载中”, 稍等片刻;



4) 当提示“下载数据成功”, 按 M/OK 键取出 U 盘或 SD 卡。



这时, 在 U 盘或 SD 卡中将保存“设置报表.xls”。

5) 在电脑上打开 U 盘或 SD 卡中的“设置报表.xls”, 首先设置“考勤设置表”中的考勤班次。考勤班次中显示的是机器中已经设置好的班次 (详见 3.4 节 班次设置), 还可进行修改编加上面的 24 个班次, 修改后, 设备以此班次为准。



直接在考勤班次对应栏输入上下班时间，其中第一时段对应 3.1 节 班次设置中的上午上下班时间，第二时段对应下午上下班时间。

6) 设置排班设置表： 在排班设置表中的左边分别输入工号、姓名和所属部门。在排班设置表中的右边给员工排班，其中班次 1 至 24 是考勤设置表中设置好的班次，25 为请假，26 为出差。

备注：1. 排班设置表一次只能排 31 天的班次，如果每月所有人员使用的班次是非班次 1，则每月需设置排班设置表并上传至设备上。

2. 当未设置排班设置表，设备中所有人员每周周一至周五默认使用班次 1。

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5.3 上传设置报表

设置好设置报表后，通过 U 盘或 SD 卡上传至设备中，设置报表中的员工信息、班次、部门在设备中的管理用户、班次、部门中分别可查看到，或在下载标准报表中可以查看到以上信息和排班信息。

操作步骤：

- 1) 将 U 盘插入机器 USB 插槽或 SD 卡插入 SD 卡槽；

备注：当同时插入了 U 盘和 SD 卡时，设备将上传 U 盘中的信息。

- 2) 进入主菜单，选择**报表管理**—**上传设置报表**；

- 3) 提示“正在上传表……”，稍等片刻；



- 4) 当提示“上传数据成功”，按 M/OK 键取出 U 盘或 SD 卡。



这时，设置报表中的员工信息、班次、部门可分别在设备中的管理用户、班次、部门中查看到。

第 6 章 数据管理

在初始界面按 M/OK 菜单键进入主菜单：



按 ◀/▶ 选择**数据管理**或按 5 键进入数据管理界面。



删除考勤记录：删除所有的考勤记录。

删除全部数据：删除所有登记的人员信息、指纹和考勤记录。

清除管理权限：将所有管理员变为普通用户。

按 ▲/▼ 键移动光标到要操作的按钮。按 M/OK 键开始操作，设备会给出提示信息“您确定执行当前操作吗”，再次按菜单键确定删除，按“ESC”不删除退出并返回上一界面。数据删除成功会提示操作成功，删除之后数据则不可以

恢复。

恢复出厂设置：将设备内的参数设置全部恢复为出厂设置。

按▲/▼键移动光标到要操作的按钮。按 M/OK 键开始操作，设备会给出提示信息“恢复出厂设置？”，按 M/OK 键恢复成出厂设置，按“ESC”取消操作。

J 注意：恢复出厂设置时不会清除设备中的人员信息和考勤数据。

升级固件：设备的固件程序可以通过此选项使用U盘中的升级文件升级。



如需要这样的升级文件，需要和技术支持人员联系。一般情况下不建议升级固件。

第 7 章 数据存储

可以通过 U 盘或 SD 卡将设备内的用户信息，指纹模板，考勤数据等导入到相配套的考勤软件中处理或导入用户信息和指纹到其他的指纹设备中使用。

在初始界面按 M/OK 菜单键进入主菜单：



按 ◀/▶ 选择**数据存储**再按 M/OK 键或直接按 6 键进入数据存储界面：



1) 机号

本设备的机器号，当下载数据到 U 盘或 SD 卡时，数据存有该机号信息，这样可在 U 盘或 SD 卡中区分不同机号的数据。

2)、下载考勤数据

将设备中的所有考勤数据全部保存到 U 盘或 SD 卡中。

操作说明

- 1) 将 U 盘插入机器 USB 插槽或 SD 卡插入 SD 卡槽；。
- 2) 通过“▲/▼”键选择下载考勤数据。

按 M/OK 键确认，进行考勤数据下载操作，设备提示“正在下载数据，请稍候……”，直到设备提示“下载考勤数据成功”。

- 3) 按“ESC”退回初始界面，将 U 盘或 SD 卡拔出，在 U 盘或 SD 卡中将会保存 X_attlog.dat（考勤记录）（其中数字 X 代表机号）。

3)、下载用户数据

将设备中所有的用户信息及指纹全部保存到 U 盘或 SD 卡中。

操作说明

将 U 盘插入机器 USB 插槽或 SD 卡插入 SD 卡槽；，通过“▲/▼”键选择下载用户数据，下载成功之后可以在 U 盘或 SD 卡中看到文件 user.dat（用户信息）和 template.fp10.1。

4)、上传用户数据

将 U 盘或 SD 卡中保存的用户信息和指纹传至设备。

操作说明

将 U 盘插入机器 USB 插槽或 SD 卡插入 SD 卡槽；，通过“▲/▼”键选择上传用户数据，选择此项后按 M/OK 键，将会把 U 盘或 SD 卡中的 2 个文件 user.dat（用户信息）和 template.Fp10.1 上传到设备。如果 U 盘或 SD 卡中不存在这两个文件，则提示“上传数据失败”。

备注：当设备上同时插有 U 盘和 SD 卡时，设备优先使用 U 盘。

第 8 章 记录查询

通过此选项可查看员工成功考勤后保存在设备中的记录。根据用户输入的查询条件，将符合查询条件的记录显示在屏幕上方方便用户查看。

在初始界面按 M/OK 菜单键进入主菜单：



按 ◀/▶ 选择**记录查询**或按 7 键进入记录查询界面。

The image shows the 'Record Query' screen. It has a blue background with white text. At the top, it says '记录查询' (Record Query). Below that, it says '考勤记录查询' (Attendance Record Query) and '请按手指' (Please press finger). There are two input fields for '工号' (Employee ID) and '姓名' (Name). Below these are two date/time pickers for '开始' (Start) and '结束' (End). The '开始' picker shows '2011 年 09 月 20 日 10 时' and the '结束' picker shows '2011 年 09 月 30 日 24 时'. At the bottom, there are two buttons: '完成 (M/OK)' (Complete) and '取消 (ESC)' (Cancel).

1. 输入查询条件有两种方法：1) 按已登记的手指，则该指纹对应的工号和姓名将自动显示； 2) 直接在工号和姓名栏输入要查询的员工信息。
2. 输入查询的日期范围。
3. 按 M/OK 键，设备将符合查询条件的记录显示在屏幕上：

日期	记录查询	工号:1
03/02	09:08 09:16 10:33 11:10 12:16	
03/03	09:07 09:26 10:23 11:39	
03/04	09:01 09:09 10:22 11:42	
03/05	09:12 09:24 10:43	
03/06	09:05	

[上一页 \(<\)](#)
[下一页 \(>\)](#)
[明细记录: M/OK](#)

J 备注：该界面可显示记录数 1000 条。

按▲/▼键将光标定位到要查看的行，按◀/▶键一页一页的翻阅考勤记录。

按 M/OK 键进入考勤记录明细查看。

例如 5 月 8 日 10001 号员工的明细情况:

工号	姓名	考勤	验证	状态
10001	程曦	05-08 07:21	F	1
10001	程曦	05-08 12:14	F	4
10001	程曦	05-08 13:12	F	5
10001	程曦	05-08 18:30	F	0

记录 (1/4) F: 指纹 1: 下班签退

J 备注：该界面可显示记录数 300 条。

在屏幕下方会显示备注的信息，即各字母代码的含义。

验证

F: 表示指纹验证。 P: 表示密码验证。

状态 即为考勤状态。

0: 上班签到 1: 下班签退 4: 加班签到 5: 加班签退

第 9 章 系统信息

通过系统信息选项,可以查看当前设备的存储情况以及设备的版本信息等。



9.1 记录容量

记录容量中将当前设备登记的用户数目、管理员数目以及密码登记数量显示;并将设备的指纹容量和当前登记的指纹容量、考勤记录容量和当前存储的考勤记录容量分别以图形方式显示,如下图所示:



9.2 设备信息

设备信息中将设备的设备名称、序列号、版本信息、制造商及出厂日期显示以供查看：

记录容量	设备信息
设备名称	iModule
序列号	0
算法版本	ZKFinger VX10.0
固件版本	Ver 3.0.0(build 92)
制造商	
出厂日期	2011-08-18 09:39:54

备注：上图仅供参考，设备信息以实物为准。

附录

USB

USB Client

本设备只将考勤时间记录下来，报表统计需要到 PC 机上通过软件处理，因此可将设备作为移动存储设备与 PC 机连接，通过 USB 连接线将设备中的数据传输到 PC 中。

可通过 USB 线连接电脑查看内附的本使用手册。

T9 输入法

T9 输入法全名为智能输入法，它以输入字符高效快捷著称，本设备支持 T9 中文，T9 英文，和符号的输入。在设备 0~9 的数字键上有三个或四个英文字母，例如数字键 1 上有 A、B、C 三个字母，T9 中文只需要输入该字母所在的按键一次，程序按算法自动组成合法的拼音。然后按数字键选择拼音即可输入汉字。T9 英文的输入也是按照英文单词中字母的排列来进行输入，只需要输入该字母所在的按键一次，程序自动显示出该键表示的所有字母，按数字键选择字母。T9 输入法还可以输入一些符号。借助 T9 输入法可以输入姓名、快捷键名称等。

T9 汉字输入举例：输入汉字“钟”

按“M/OK”键进入 T9 输入法状态，再通过▲/▼键在拼音、英文和符号三者中切换，选择拼音。



依次输入“钟”的拼音字母所在的数字键，即输入“94664”，则屏幕显示如上，按◀/▶键定位到‘zhong’

按 M/OK 键



在屏幕上看到所要查找的字后，直接按相应的数字键即可选字，还可按◀/▶翻页查找汉字。

按数字键 4 选择“钟”

要输入的字会显示出来，如需继续则再按上述方法再进行输入。输入完成后按 ESC 键退出。

快速查询员工考勤记录

为了方便普通用户查询自己当天的考勤记录，查看是否有遗漏考勤或考勤时间错误等现象，用以及时通知管理员记录异常现象。

操作说明

第一种，保存考勤记录并快速查询：

用户验证指纹或者密码成功之后 10 秒内按“M/OK”键就可以显示该员工在当天的所有记录。

例如：工号为 1 的员工比对指纹成功后，然后按 M/OK 键就能看到他当天的考勤记录：



J 备注：图片可能与您手中的设备不符，请以实际产品为准。

按▲/▼键一行一行的翻阅考勤记录；

按◀/▶键一页一页的翻阅考勤记录。

按 M/OK 键键查询明细情况；

按“ESC”退回初始界面。

第二种：不保存考勤记录而直接快速查询：

在初始界面直接按“0”键进入查询界面：

记录查询

考勤记录查询
请按手指

工号 姓名

开始 2011 年 09 月 20 日 10 时

结束 2011 年 09 月 30 日 24 时

完成 (M/OK) 取消 (ESC)

1. 输入查询条件有两种方法：1) 按已登记的手指，则该指纹对应的工号和姓名将自动显示； 2) 直接在工号和姓名栏输入要查询的员工信息。
2. 输入查询的日期范围。
3. 按 M/OK 键，设备将符合查询条件的记录显示在屏幕上：

日期	记录查询 工号:1
03/02	09:08 09:16 10:33 11:10 12:16
03/03	09:07 09:26 10:23 11:39
03/04	09:01 09:09 10:22 11:42
03/05	09:12 09:24 10:43
03/06	09:05

上一页 (<) 下一页 (>) 明细记录: M/OK

J 备注：该界面可显示记录数 1000 条。

按▲/▼键将光标定位到要查看的行，按◀/▶键一页一页的翻阅考勤记录。
按 M/OK 键进入考勤记录明细查看。

关于涉及人权隐私方面的声明

尊敬的顾客：

首先感谢您使用我们设计、生产的指纹识别产品，作为全球著名的指纹识别核心技术提供商我们在不断进行开发和研究的同时，也非常注重每个国家涉及对人权及隐私的相关法律遵守。

我们声明如下：

1. 我们所有民用指纹识别设备仅仅采集特征点，而不是指纹图像，不涉及保留隐私。
2. 我们所有采集的指纹特征点将不能复原原始指纹图像，不涉及隐私。
3. 我们作为设备提供商将不对您采用我们设备的行为产生后果负任何直接或间接法律责任。
4. 您如果对使用我们的设备对关乎人权或隐私有不同的争议，请直接联系您的雇主。

我们的其他的警用指纹设备或者开发工具将提供对公民的指纹原始图像进行采集的功能，至于是否对您构成侵权请与政府或者设备的最终提供商联系，我们作为设备原始生产商将不负任何法律责任。

备注：中国法律对公民人身自由权利规定包括以下内容：

- 1.人身不受非法逮捕、拘禁、搜查和侵害；
- 2.与人身自由相联系的人格尊严不受侵害；
- 3.公民的住宅不受侵犯；
- 4.公民的通信自由和通信秘密受法律保护。

最后我们再一次强调，指纹识别作为一种先进的识别技术将在未来进入电子商务、银行、保险、法务等行业，每年全球因为密码的不安全性，人类正在蒙受重大的损失。在高安全的环境下指纹识别实际上是对您的身份保护。

环保使用说明



- 本产品所标环保使用期限是指在本说明书规定的使用条件下使用产品不发生有毒有害物质泄露的安全年限。
- 本产品所标环保使用期限不包括电池等需定期更换的易损耗配件。电池的环保使用期限为 5 年。

有毒有害物质或元素名称及含量表

部件名称	有毒有害物质或元素					
	铅（Pb）	汞（Hg）	镉（Cd）	六价铬（Cr6+）	多 溴 联 苯(PBB)	多 溴 二 苯 醚(PBDE)
贴片电阻	×	○	○	○	○	○
贴片电容	×	○	○	○	○	○
贴片电感	×	○	○	○	○	○
贴片二极管	×	○	○	○	○	○
ESD 元件	×	○	○	○	○	○
蜂鸣器	×	○	○	○	○	○
适配器	×	○	○	○	○	○
螺丝	○	○	○	×	○	○

○：表示该有毒有害物质在该部件所有均质材料中的含量均在 SJ/T 11363—2006 规定的限量要求以下。

×：表示该有毒有害物至少在该部件的某一均质材料中的含量超出 SJ/T 11363—2006 规定的限量要求。

注：本产品 80%的部件采用无毒无害的环保材料制造，含有有毒有害物质或元素皆因目前技术和经济上限制而无法实现无毒无害物质或元素的替代。