User Manual

WL Series

Date: August 2022

Doc Version: 1.1

English

Thank you for choosing our product. Please read the instructions carefully before operation. Follow these instructions to ensure that the product is functioning properly. The images shown in this manual are for illustrative purposes only.

For further details, please visit our Company's website www.zkteco.in.

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If there is any issue related to the product, please contact us.

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About the Company

ZKTeco is one of the world's largest manufacturer of RFID and Biometric (Fingerprint, Facial, Finger-vein) readers. Product offerings include Access Control readers and panels, Near & Far-range Facial Recognition Cameras, Elevator/floor access controllers, Turnstiles, License Plate Recognition (LPR) gate controllers and Consumer products including battery-operated fingerprint and face-reader Door Locks. Our security solutions are multi-lingual and localized in over 18 different languages. At the ZKTeco state-of-the-art 700,000 square foot ISO9001-certified manufacturing facility, we control manufacturing, product design, component assembly, and logistics/shipping, all under one roof.

The founders of ZKTeco have been determined for independent research and development of biometric verification procedures and the productization of biometric verification SDK, which was initially widely applied in PC security and identity authentication fields. With the continuous enhancement of the development and plenty of market applications, the team has gradually constructed an identity authentication ecosystem and smart security ecosystem, which are based on biometric verification techniques. With years of experience in the industrialization of biometric verifications, ZKTeco was officially established in 2007 and now has been one of the globally leading enterprises in the biometric verification industry owning various patents and being selected as the National High-tech Enterprise for 6 consecutive years. Its products are protected by intellectual property rights.

About the Manual

This manual introduces the operations of **WL Series**.

Not all the devices have the function with ★. All figures displayed are for illustration purposes only. Figures in this manual may not be exactly consistent with the actual products.

Document Conventions

Conventions used in this manual are listed below:

GUI Conventions

For Software	
Convention	**Description**
Bold font	Used to identify software interface names e.g., **OK**, **Confirm**, **Cancel**.
>	Multi-level menus are separated by these brackets. For example, File > Create > Folder.
For Device	
Convention	**Description**
< >	Button or key names for devices. For example, press <OK>.
[ ]	Window names, menu items, data table, and field names are inside square brackets. For example, pop up the [New User] window.
/	Multi-level menus are separated by forwarding slashes. For example, [File/Create/Folder].

Symbols

Convention	Description
	This represents a note that needs to pay more attention to.
	The general information which helps in performing the operations faster.
	The information which is significant.
	Care taken to avoid danger or mistakes.
	The statement or event that warns of something or that serves as a cautionary example.

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1.1 Recommended Operation Steps

Step 1: Set a department (not required if the default department is used). For details, see <u>4 Department Set</u>.

Step 2: Enroll users. For details, see <u>3 User Management</u>.

Step 3: Set attendance rules (not required if the default rule is used). For details, see <u>5.1 Attendance Rule</u>.

Step 4: Set shifts (not required if the default shift is used). For details, see <u>5.2 Shift Setting</u>.

Step 5: Arrange schedules of employees (not required if the default schedule is used). For details, see <u>5.3 Schedule</u>.

Step 6: Record employees' attendance. Check that the device time is precise and start attendance.

Step 7: Download and review reports. For details, see <u>6.1 Download Att. Report</u>.

1.2 Finger Placement

Recommended fingers: The index finger, middle finger or the ring finger; the thumb and little finger are not recommended (because they are usually clumsy on the fingerprint collection screen).
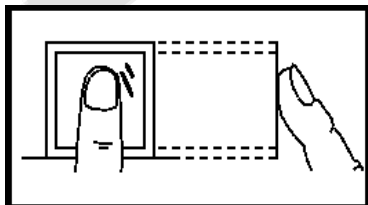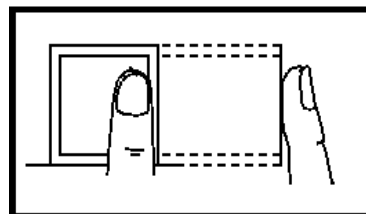
Proper finger placement:
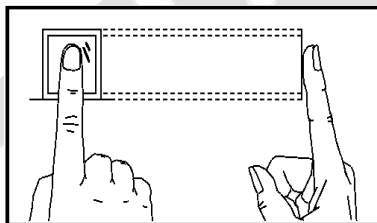
The finger is flat to the surface and centered in fingered guide.
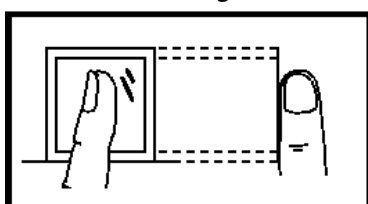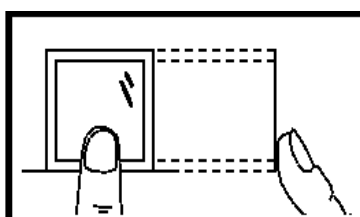
Improper finger placement:

Not flat to the surface

Off-center

Slanting

Off-center

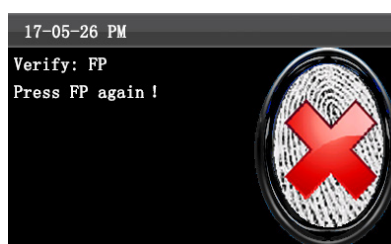# 1.3 Verification Modes

1.3.1 Fingerprint Verification

- ### 1: N Fingerprint Verification

The terminal compares current fingerprint collected by the fingerprint collector with all fingerprint data on the terminal.

Press your finger on the fingerprint collector by adopting the proper finger placement. For details, see 1.2 Finger Placement.
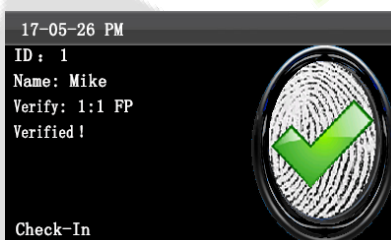
When verification successful, the interface shown above.

When verification failed, the interface shown above.
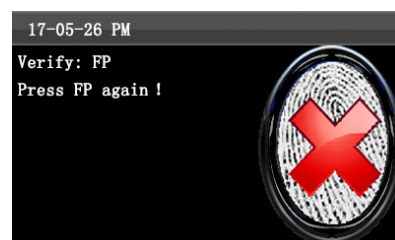
- ### 1:1 Fingerprint Verification

In the 1:1 fingerprint verification mode, the terminal compares current fingerprint collected through the fingerprint collector with that in relation to the user ID entered through keyboard. Adopt this mode only when it is difficult to recognize the fingerprint.

Enter the user ID using keypad on the initial interface. Then press **OK**. Place the enrolled finger properly on the fingerprint sensor.

When verification successful, the interface shown above.

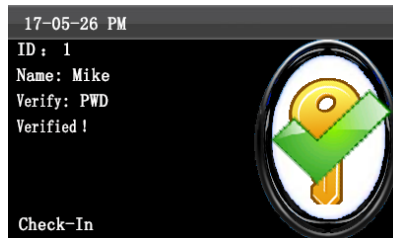When verification failed, the interface shown above.

Notes:

1. If it says that the enroll number is wrong, it means that there is no such number
2. If the device says "Please press again", place the finger on the fingerprint sensor again. You can try another 2 times by default. If it fails after 2 times, return Step 1 for second operation.

1.3.2 Password Verification

In the password verification mode, the terminal compares the password entered with that in relation to the user ID.

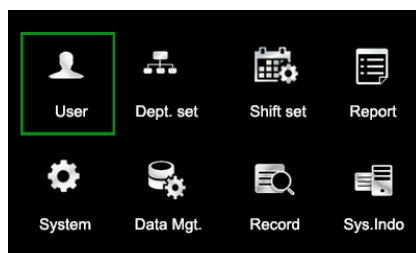|		
Enter the user ID and PWD using keypad on the initial interface. Then press **OK**.	When verification successful, the interface shown above.	When verification failed, the interface shown above.

Notes:

If the device says "Invalid ID", enter the password again. You can try another 2 times by default. If it fails after 2 times, return step 1 for second operation.

2 Main Menu

The self-service attendance terminal that integrates the prevalent SSR technology in Europe and America is launched to reduce management costs effectively, provide convenience for employees, and minimize the requirement for computer skills of users. The device allows setting attendance rules, shifts, and schedules for employees, without the need for attendance software. Users can download attendance reports for review and statistics.


| Function	Description
User	This menu item allows you to add, browse, and manage user information, including the employee ID, name, fingerprint, password, department, and rights. You can add, edit, or delete basic information about employees.
Dept. set	This menu item allows you to browse department information, add, edit, or delete department IDs or names.
Shift set	This menu item allows you to set attendance rules and required shifts and to arrange schedules for employees. The device supports a maximum of 24 shifts.
Report	This menu item allows you to download statistical reports of attendance or attendance setting reports to a USB flash drive or SD card, or to upload attendance setting reports in which shifts are set and employees' schedules are arranged. The device gives priority to the schedules in an attendance setting report.
System	This menu item allows you to set system-related parameters, including the basic parameters, Date/Time, Timing State Switching Setting, Bell, Algorithm Version Switching and so on, to enable the terminal to meet user requirements to the greatest extent in terms of functions and display.
Data Mgt.	This menu item allows you to upload or download user data or attendance data, delete attendance data and all user data, and revoke management rights. Through an SD card or a USB disk, import user information and attendance data from the attendance machine to related software or other fingerprint recognition devices.
Record	This menu item allows you to easily query the attendance records saved on the device.
Sys. Info.	This menu item allows you to check the storage status as well as version information of the device.

3 Use Management

3.1 Add a User

Through this submenu, you can browse the user information stored on the terminal, including the user ID, name, fingerprint, password, department, and user role.
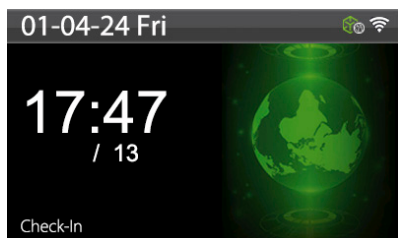
Press **M/OK** on the initial interface.

Select **User** and press **OK**.
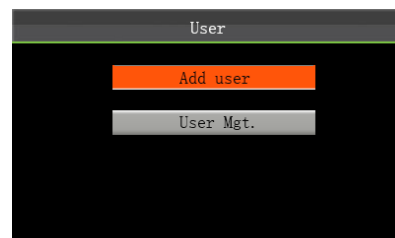
Select **Add user** and press **OK**.

3.1.1 Enter a User ID and Name

The terminal automatically allocates an ID starting from 1 for every user in sequence. If you use the ID allocated by the terminal, you may skip this section.

Select User **ID**. Enter the user ID using keypad, then press **OK**.
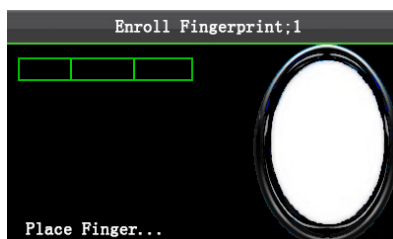

Press ▼ to select **Name**.
Press **M/OK** to open input method.
Press▲/▼to switch input method and enter the Name.

Note: For details of operations on keyboard interface, see T9 Input.The terminal supports the 23-character names by default.
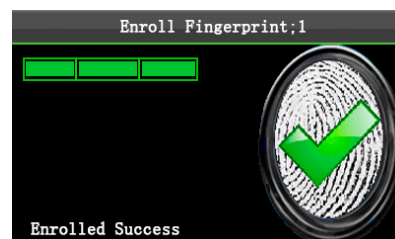
3.1.2 Enroll a Fingerprint
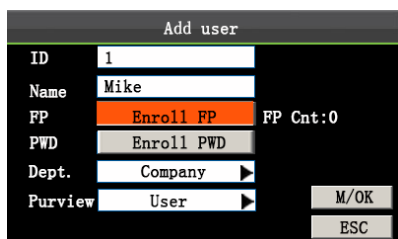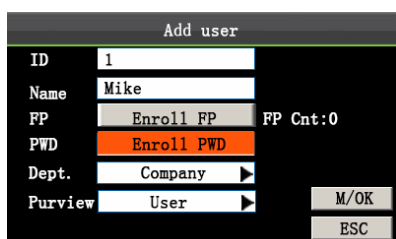

Press ▼ select Enroll FP and press **M/OK**.

Place your finger on the fingerprint sensor properly. For details, see 1.2 Finger Placement.
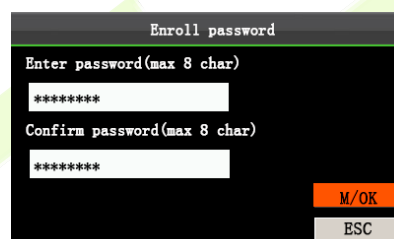

Place the same finger on the fingerprint collector for three consecutive times correctly until enrollment succeeds.

3.1.3 Enroll a Password


Press ▼ to select Enroll PWD. Press **M/OK**.

Enter a password using keypad and re-enter the password, press **M/OK**.

3.1.4 Select Department and Privilege Settings

Administrators: An administrator is granted rights to operate all menus in addition to the fingerprint- and password-based attendance recording.

Ordinary users: An ordinary user is only allowed to record attendance through fingerprint and password verification and query attendance records.
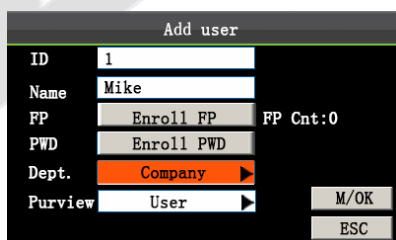

Press ▼ to select Dept.. Press **M/OK** to select department.
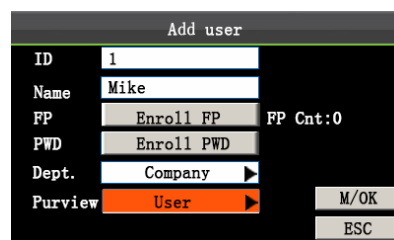
Press ▼ to select Purview. Press **M/OK** to select Purview.

3.2 User Management

Generally the user information stored on the device needs to be modified in the wake of the personnel changes in a company. To facilitate modification of user information, our device allows users to add, delete, query and modify user information conveniently.
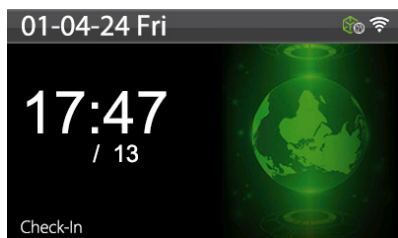
Press **M/OK** on the initial interface.
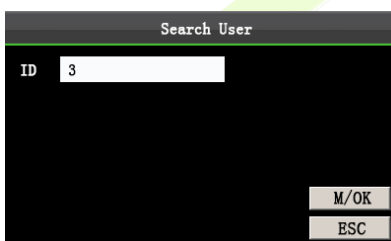

Select **User** and press **M/OK**.

Select **User Mgt.**, press **M/OK**.

3.2.1 Search a User

In User Mgt. interface, press **1** to enter.

Enter the user **ID**, such as 3, and press **M/OK**.

The cursor to the user to be queried.

Note: "#" as shown in the figure above means the user is an administrator, and "*" means the user has already enrolled a password.

3.2.2 Query a Record

Press ▲/▼ to select a user and press **2**.

Press ▲/▼ to scroll the attendance record row by row. Press◄/►to scroll the attendance record page by page.

Press **M/OK** to query detailed information of an employee.

Notes displayed at the bottom of the screen explain all letter meanings:

Verification: validation status. F: fingerprint verification, P: password verification.

Status: attendance status. 0: check-in, 1: check-out, 4: overtime check-in, 5: overtime check-out.

3.2.3 Edit a User

Press ▲/▼ to select a user and press **M/OK**.

The User ID cannot be modified, and the other operations are similar to those performed to add a user.

3.2.4 Delete a User

Press▲/▼ to select a user and press **0**.

Press **M/OK** to delete the user or **ESC** to return without deleting.

Note: Deleting a user will not result in the deletion of the user's attendance records which can be downloaded to related software for query.

The option "Delete user" is in either of the following cases to delete all information of an employee from the popular color-screen FRT:

1. The fingerprint or password of this employee is no longer required.
2. This employee has resigned.

3.2.5 Add a User

The Add user option is used to facilitate administrators to add users. For details, see 3.1. Add a User.

4   <u>Department Set</u>

Browse department information. Add, edit, or delete department IDs or names.
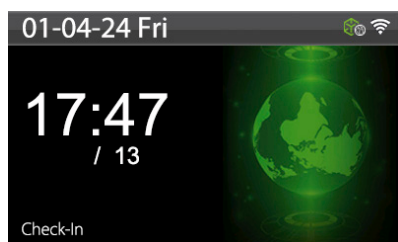
Press **M/OK** on the initial interface.
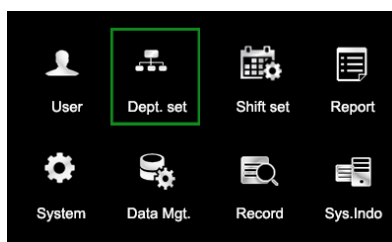
Select **Dept. set** and press **OK**.
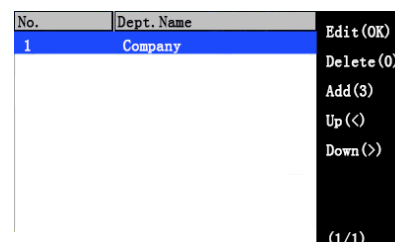
Enter **Department Set** interface as shown as figure.

4.1   Add a Department
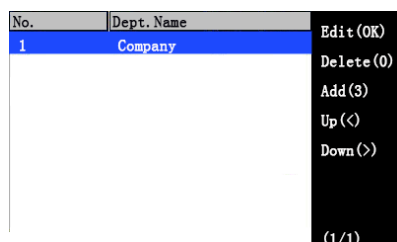
Press **3** to enter **Add Dept.** interface.

Enter the department name using the T9 input method. Press ◄/► to select Shift Name and press **M/OK**.

Note: The attendance machine automatically assigns work IDs for departments that start from 1 and increase sequentially.

Dept.: Enter the department name using the T9 input method. (For detailed operations, see <u>T9 Input</u>.)

4.2   Edit a Department
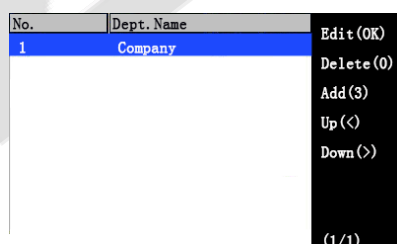
Press ▲/▼ to select a department to be edited and press **M/OK**.

The Edit department operations are similar to those performed to add department.

4.3 Delete a Department
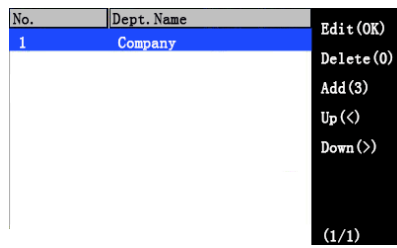
Press ▲/▼ to select a department and press **0**.
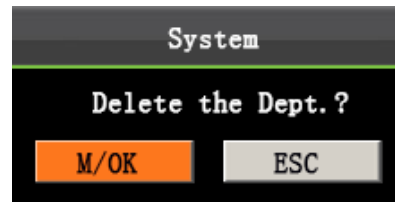
Press **M/OK** to delete the user or **ESC** to return to the **User Mgt.** interface without deleting.

5   Shift Set
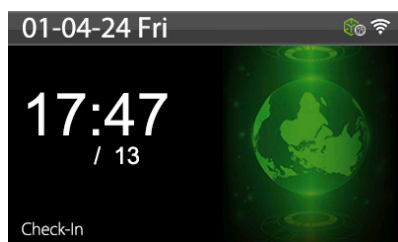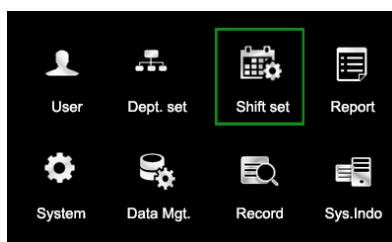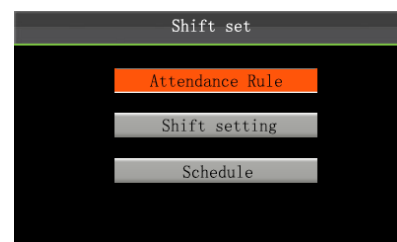
Press **M/OK** on the initial interface.	Select **Shift set** and press **OK**.	Select **Attendance Rule** and press **OK**.

5.1   Attendance Rule

All attendance statistics are collected based on attendance rules. Attendance rules regarding how to calculate late arrival and early leave and how to arrange schedules need to be set first. Once set, they should not be modified from time to time because a modification may cause deviation in attendance record and a modification in the middle of a month may even disarrange the schedules.

Schedule Type: Department-based scheduling and individual-based scheduling are supported. If a company uses one timetable, only one department needs to be set and department-based scheduling is recommended. If departments have their respective timetables, department-based scheduling is recommended. If employees may take different shifts, individual-based scheduling is recommended.

Default Shift: When individual-based scheduling is used, employees who are not scheduled take the default shift.

Set attendance rules by referring to the instructions in the text box on the right.
Press ▲/▼ to select **M/OK**.
Press **M/OK** for saving.

Note: Press ▲/▼ to move the cursor to a desired option. Enter a desired value in the entry box using the numeric keypad. Press ◂/▸ in the scroll box to switch to the desired value. After finishing the setting, press **M/OK** to save your settings and go back to the previous interface. Press **ESC** to cancel your settings and go back to the previous interface.

5.2 Shift Setting
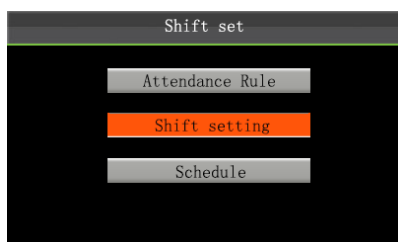
Press ▼ to select **Shift setting**. Press **M/OK**.
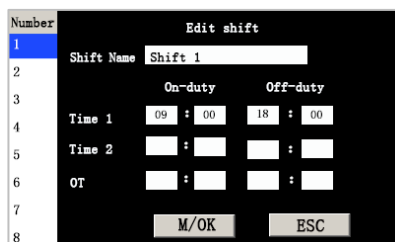
Press ▲/▼ to select a shift from the list, and press ▸ to display the Edit shift interface.
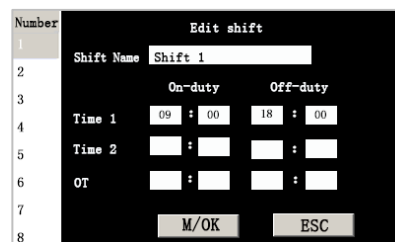
Press ▲/▼ to choose corresponding shift attributes. Enter the time by using the numeric keypad. Press **M/OK**.

Shift setting:

The device supports a maximum of 24 shifts including two default shifts (shift 1 and shift 2). All shifts can be edited and a single shift includes three time ranges at most.

5.3 Schedule

As the basis of attendance calculation, shifts should be set based on the actual condition of a company. If no shift is set, the system makes attendance calculations based on default shifts set in attendance rules.
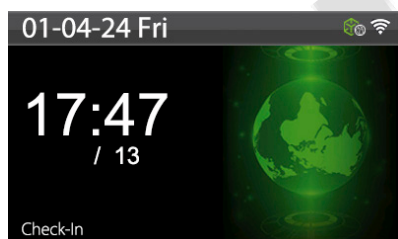

Press **M/OK** on the initial interface.
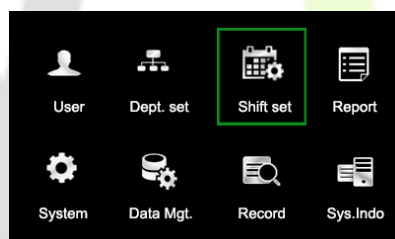
Select **Shift set** and press **OK**.
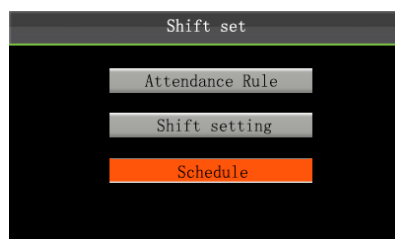
Select **Schedule** and press **OK**.

5.3.1 Department-based Scheduling

The Schedule type in **Attendance Rule** is Department shifting.

● **Scheduling Records Query**
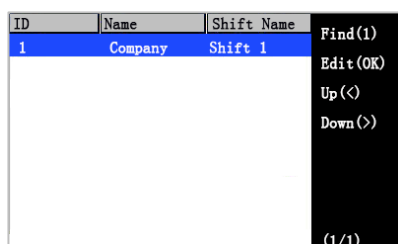
Press **1** to enter Scheduling records Query
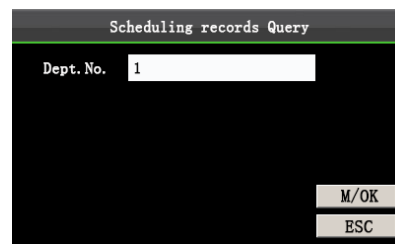
Enter a No. and press **M/OK**. Enter **1** as shown as in figure.
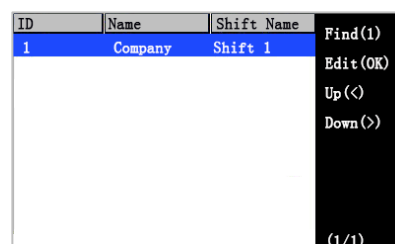
The department's scheduling records as shown as in figure.

● **Edit Schedule**

Press ▲/▼ to select a shift then press **M/OK**.

Press◄/►to select Shift Name, like: Shift2, Press **M/OK**.

When editing successful, an interface shown above.

5.3.2 Individual-based Scheduling

The Schedule type in **Attendance Rule** is Personal shift.

● **Add Schedule**

Press 3 to enter Add Schedule interface.

Enter an ID. The device automatically displays the name.
Press ▲/▼ to select Shift Name and then press **M/OK**.

When adding successful, an interface shown above.

● **Edit Schedule**

Press▲/▼to select a shift then press **M/OK**.

Press◄/►to select Shift Name, like Shift 2, press ▲/▼ to select M/OK then press **M/OK**.

When adding successful, an interface shown above.

● **Schedule Records Query**

Press **1** to enter Scheduling records Query

Enter an ID number and press **M/OK**. Enter 3 as shown as in figure.

The user's scheduling records as shown as in figure.

● **Delete a Shift**

Press ▲/▼ to select a shift then press **0**.

Press **M/OK** to delete.
Press **ESC** to exit.

6 <u>Report Management</u>

Note:

1. The schedules in attendance setting reports have priority over those set on the device in attendance calculation.
2. The attendance machine downloads information onto the USB disk when a USB disk and an SD card are inserted simultaneously.
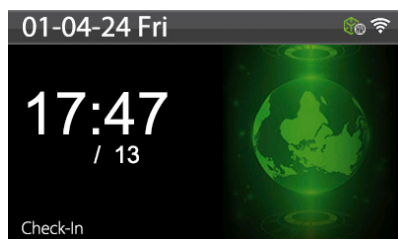
Press **M/OK** on the initial interface.
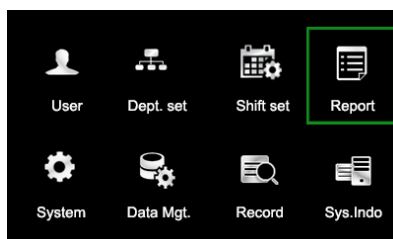
Select **Report** and press **OK**.
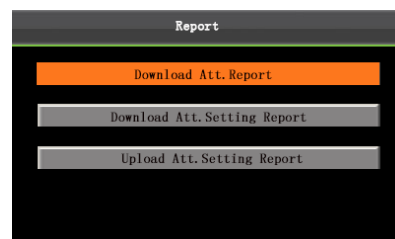
Select **Download Att. Report** and press **OK**.

6.1 Download Att. Report
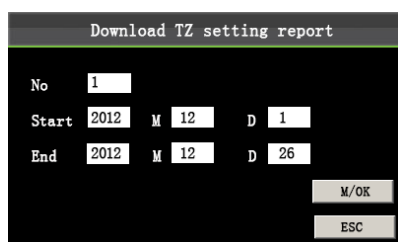
Enter the start and end dates using keypad then press **M/OK**.
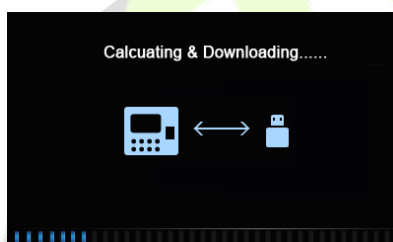
Downloading......
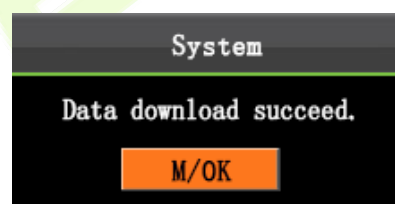
Data download succeed!
Press **M/OK** to take out the USB disk or SD card.

The SSRTemplateS.xls shall be stored in the USB disk or SD card. The schedule information, statistical report of attendance, attendance Record Report, Exception Statistic Report and card report can be viewed on a PC. The following reports show the preceding information:

To make reports more understandable, a report containing two-day attendance records of four employees is provided as an example.

Schedule Information Report: The report allows you to view schedule records of all employees.

Statistical Report of Attendance: The report allows you to query attendance of each person in a specified period. Salaries can be calculated directly based on this report.

Note: The unit of Work hour and Overtime hour in the Statistical Report of Attendance is HH:MM. For example, 17:50 indicates that the on-duty time is 17 hours and 50 minutes.

Statistical Report of Attendance

Stat.Date: 2013-01-01~2013-01-02

ID	Name	Department	Work hour		Late		Leave early		Overtime hour		Att. Days	Out	Absen	AFL	Additem payment			Deduction payment			Real pay	Note
			Normal	Real	Times	Min	Times	Min	Workday	Holiday	(Nor./Real)	(Day)	t(Day)	(Day)	Label	Overtime	Subsidy	Late/Leave	AFL	Cutpayment		
1	Joe	company	18:00	17:50	0	0	1	10	00:00	00:00	2/2	0	0	0								
2	David	company	18:00	17:48	1	12	0	0	00:00	00:00	2/2	0	0	0								
3	Mark	company	18:00	08:50	1	5	1	10	00:00	00:00	2/2	0	0	0								
4	Tom	company	18:00	18:00	0	0	0	0	00:00	00:00	2/2	0	0	0								

Attendance Record Report: The report lists the daily attendance records of all employees within a specified period.

Attendance Record Report

Att. Time 2013-01-01~2013-01-02   Tabulatior 2013-01-02

1	2																			
ID:	1			Name:	Joe				Dept.:	company										
07:26	07:54																			
12:25	12:56																			
13:31	13:51																			
17:50	18:52																			
ID:	2			Name:	David				Dept.:	company										
07:36	09:12																			
12:26	15:50																			
13:31	15:51																			
18:31	18:52																			
ID:	3			Name:	Mark				Dept.:	company										
07:50																				
12:30	09:05																			
17:50																				
ID:	4			Name:	Jack				Dept.:	company										
07:45	08:11																			
12:50	17:55																			
18:31	18:06																			

Exception Statistic Report: The report displays the attendance exceptions of all employees within a specified period so that the attendance department handles the exceptions and confirm them with the employees involved and their supervisors.

Exception Statistic Report

Stat.Date: 2013-01-01 ~ 2013-01-03

ID	Name	Department	Date	First time zone		Second time zone		Late time(Min)	Leave early(Min)	Absence (Min)	Total(Min)	Note
				On-duty	Off-duty	On-duty	Off-duty					
1	Joe	company	2013-01-01	07:26	17:50			0	10	0	10	
2	David	company	2013-01-02	09:12	18:52			12	0	0	12	
3	Mark	company	2013-01-01	07:50	17:50			0	10	0	10	
4	Tom	company	2013-01-02	09:05				5	0	535	540	

Card Report: The report can substitute for clock-based cards and can be sent to each employee for confirmation.

Card Report

Att. Date: 2013-01-01 ~ 2013-01-03   Tabulation: 2013-01-02

| Dept. | | company | | Name | | Joe | | Dept. | | company | | Name | | David | | Dept. | | company | | Name | | Mark |
| Date | 2013-01-01 ~ 2013-01-03 | | ID | | 1 | | Date | 2013-01-01 ~ 2013-01-03 | | ID | | 2 | | Date | 2013-01-01 ~ 2013-01-03 | | ID | | 3 |

Absen t(Day)	AFL (Day)	Out (Day)	On-duty	Overtime(H)		Late		Leave early		Absen t(Day)	AFL (Day)	Out (Day)	On-duty	Overtime(H)		Late		Leave early		Absen t(Day)	AFL (Day)	Out (Day)	On-duty	Overtime(H)		Late		Leave early	
				Workday	Holiday	(Times)	(Min)	(Times)	(Min)					Workday	Holiday	(Times)	(Min)	(Times)	(Min)					Workday	Holiday	(Times)	(Min)	(Times)	(Min)
0	0	0	2	0.0	0.0	0	0	1	10	0	0	0	2	0.0	0.0	1	12	0	0	0	0	0	2	0.0	0.0	1	5	1	10

Att. Report							Att. Report							Att. Report					
Week Date	First time zone		Second time zone		Overtime		Week Date	First time zone		Second time zone		Overtime		Week Date	First time zone		Second time zone		Overtime	
	On-duty	Off-duty	On-duty	Off-duty	Check-In	Check-Out		On-duty	Off-duty	On-duty	Off-duty	Check-In	Check-Out		On-duty	Off-duty	On-duty	Off-duty	Check-In	Check-Out
01 FEB	07:26	17:50					01 FEB	07:36	18:31					01 FEB	07:50	17:50				
02 MAR	07:54	18:52					02 MAR	09:12	18:52					02 MAR	09:05					

6.2 Download Att. Setting Report

If shifts are complex or the shifts of a person are not fixed, it is recommended that the attendance setting report be downloaded and shifts and schedules be set for employees in the attendance setting report.
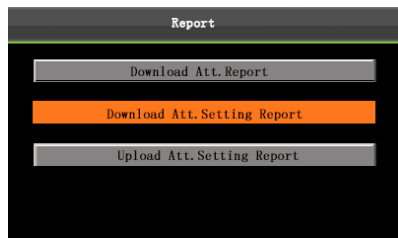
Press ▼ to select **Download Att. Setting Report** then press **OK**.
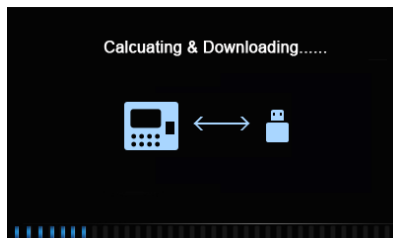
Downloading......
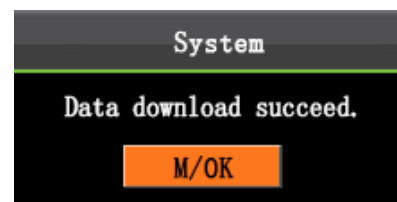
Data download succeed! Press **M/OK** to take out the USB disk or SD card.

Open the setting "AttSettingE.xls" in the USB disk or SD card on a PC. Set the Shift in the Attendance setting report. The shifts that have been set on the attendance machine shall be displayed (For more details, see 5.2 Shift Setting). You can modify the 24 shifts and add shifts. After modification, the shifts shall prevail on the attendance machine. For more details, see "How to arrange schedules using the attendance setting report" in the "Self-Service Attendance Terminal FAQs."

Attendance Setting Report

| Number	Shift					
	First time zone		Second time zone		Overtime	
	On-duty	Off-duty	On-duty	Off-duty	Check-In	Check-Out
1	9:00	18:00				
2	9:00	12:00	13:30	18:00		
3	9:00	12:00	13:30	18:00		
4	9:00	12:00	13:30	18:00		
5	9:00	12:00	13:30	18:00		
6	9:00	12:00	13:30	18:00		
7	9:00	12:00	13:30	18:00		
8	9:00	12:00	13:30	18:00		
9	9:00	12:00	13:30	18:00		
10	9:00	12:00	13:30	18:00		
11	9:00	12:00	13:30	18:00		
12	9:00	12:00	13:30	18:00		
13	9:00	12:00	13:30	18:00		
14	9:00	12:00	13:30	18:00		
15	9:00	12:00	13:30	18:00		
16	9:00	12:00	13:30	18:00		
17	9:00	12:00	13:30	18:00		
18	9:00	12:00	13:30	18:00		
19	9:00	12:00	13:30	18:00		
20	9:00	12:00	13:30	18:00		
21	9:00	12:00	13:30	18:00		
22	9:00	12:00	13:30	18:00		
23	9:00	12:00	13:30	18:00		
24	9:00	12:00	13:30	18:00		

Note: Enter the on/off duty time in the corresponding columns, where the **First Time Zone** shall be the on/off duty time of **Time 1** 5.2 Shift Setting in and the **Second Time Zone** shall be the on/off duty time of **Time 2**.

For the correct schedule time format, see "What is the correct time format used in the setting reports" in the "Self-Service Attendance Terminal FAQs".

● **Set a Schedule Setting Report**

Enter the ID, Name, and Department respectively on the left of the **Schedule Setting Report**. Set shifts for employees on the right of the **Schedule Setting Report**, where shifts 1–24 are shifts those set in the **Attendance Setting Report** and shift 25 is for leave and shift 26 is for out.

Schedule Setting Report

Special shifts:25-Ask for leave, 26-Out, Null-Holiday

| ID | Name | Department | Card number | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
			Schedule date: 2013-1-1	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU
1	Joe	company																																	
2	David	company																																	
3	Mark	company																																	
4	Jack	company																																	

Note:

1. The shifts of only 31 days can be arranged in one schedule setting report. For example, if the scheduling date is 2012-1-1, the schedule setting report contains the schedules of 31 days after 2012-1-1, that is, schedules from 2012-1-1 to 2012-1-31. If the scheduling date is 2012-1-6, the schedule setting report contains the schedules of 31 days after 2012-1-6, that is, schedules from 2012-1-6 to 2012-2-5.

2. If no schedule setting report is set, all employees use the report 1 by default from Monday to Friday.

6.3 Set Setting Reports
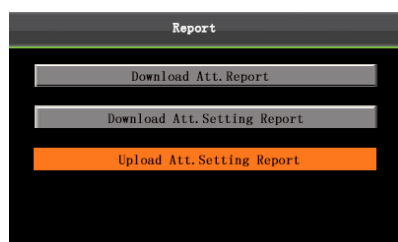
Select **Upload Att. Setting Report** then press **OK**.
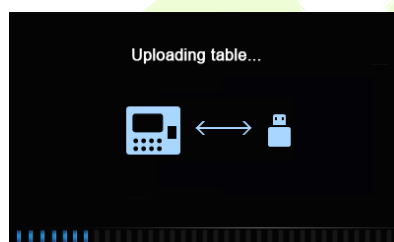
Uploading table……
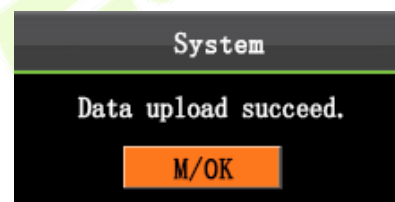
Data upload succeed!
Press **M/OK** to take out the USB disk or SD card.

The employee information, shifts, and departments in the setting reports can be viewed after you select User, Dept set, and Shift set respectively on the initial interface.

Then you can view the information of employees, shifts, and departments either on relevant interfaces or in downloaded standard reports.

Note: If the schedule time format is incorrect, an interface shown in the following figure will be displayed:
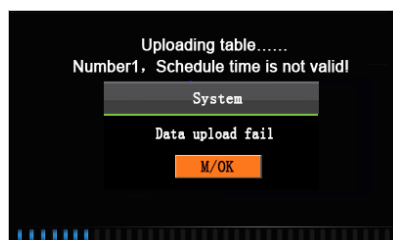
Select **Upload Att. Setting Report** then press **OK**.

For the correct schedule time format, see "What is the correct time format used in the setting reports" in the "Self-Service Attendance Terminal FAQs".

7 <u>System Setting</u>

7.1 System Setting
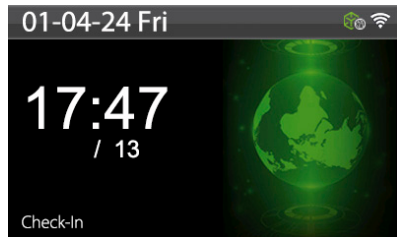
Press **M/OK** on the initial interface.
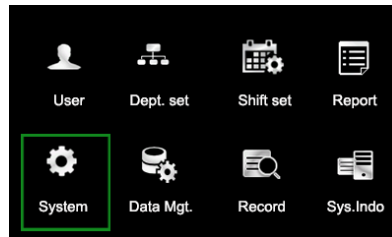
Select **System** and press **M/OK**.
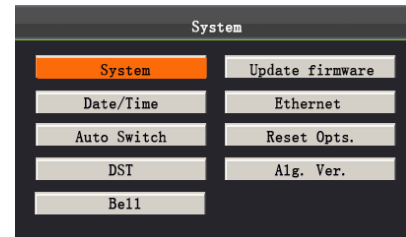
Select **System** and press **M/OK**.
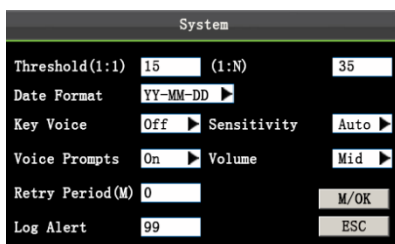
		Match Threshold	
FRR	FAR	1:N	1:1
High	Low	45	25
Medium	Medium	35	15
Low	High	25	10

Note: Move the cursor to the desired option by pressing ▲/▼. Enter a desired value in the entry box by using the keypad. Press in the scroll box to switch to the desired value. After finishing the setting, press **M/OK** to save your settings and return to the previous interface. Press **ESC** to cancel your settings and return to the previous interface.

Setting parameter description:

| Parameter	Description
Threshold (1:1)	This option is used to set the extent of matching between an input ID/fingerprint and that stored in templates in the ID and fingerprint identification mode. The recommended thresholds are shown as up.
Threshold (1: N)	This option is used to set the extent of matching between an input ID/fingerprint and all those stored in templates. The recommended thresholds are shown as up.
Date Format	This option is used to set the time format displayed on the initial interface of the popular color-screen FRT. Select a desired date format by pressing►. The popular color-screen FRT supports 10 date formats: 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 and YYYYMMDD.
Key Voice	Set whether to generate a beep sound in response to every keystroke by pressing ►. Select Y to enable the beep sound, and select N to mute.
Voice Prompts	Set whether to generate a voice prompt in response to every operation by pressing ►.
Retry Period	If a user's attendance record already exists and the user signs in again within the specified period (unit: minute), his/her second attendance record will not be stored. (Value scope: 0–60. 0: Save all the records passing the verification.)

Log Alert	When the available space is insufficient to store the specified number of attendance records, the popular color-screen FRT will automatically display a warning message. (Value scope: 1–99. 0: No warning message is displayed when the free space is zero.)
Sensitivity	Set the fingerprint collection sensitivity. It is recommended to use the default value Medium. When dryness results in slow reactions of the fingerprint collector, you may set this option to High to enhance the fingerprint collector's sensitivity. When high humidity results in illegible fingerprint images, you may set this option to Low.
Volume	This option is used to adjust the volume of sound. Select a desired volume by pressing ►.

7.2 Date/Time

This menu item allows you to calibrate the date and time of the device.
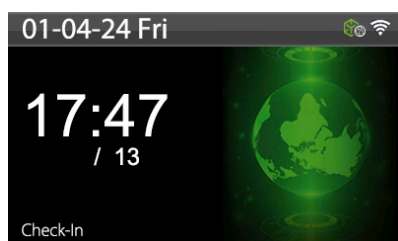
Press **M/OK** on the initial interface.
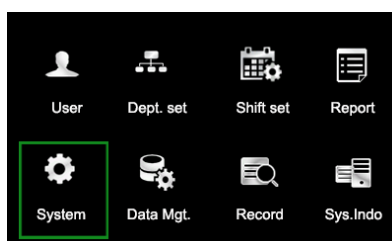
Select **System** and press **M/OK**.
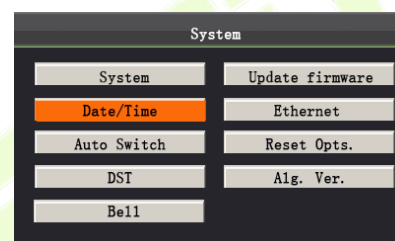
Select **Date/Time** and press **M/OK**.
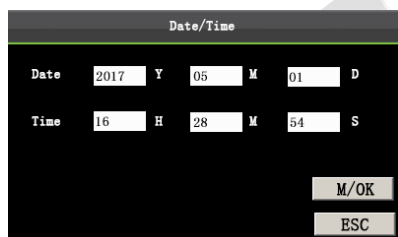
Enter the desired value by using the keypad. Press **M/OK** to save.

Note: The date and time of the popular color-screen FRT must be set accurately to ensure the accuracy of attendance time.

7.3 Timing State Switching Setting

When it comes the set times, the attendance machine will automatically switch its attendance state. The current attendance state is shown on the initial interface.

Note: The attendance status is downloaded together with attendance records. Users can view the attendance status by using attendance software. The attendance status does not affect attendance calculation, which is based on the preset shift time.


Press **M/OK** on the initial interface.

Select **System** and press **M/OK**.

Select **Auto Switch** and press **M/OK**.

Press ▲/▼ to select the item and press **M/OK**.
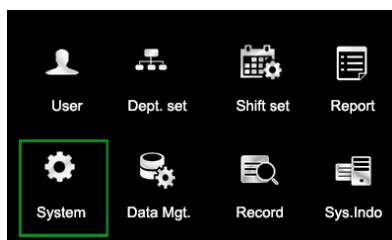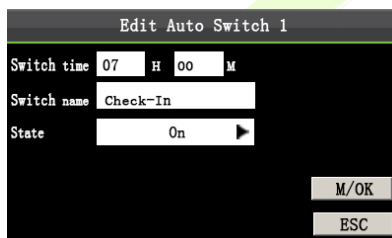
Set parameters by referring to the instructions in the following text box and press **M/OK**.

As shown in the preceding figure, when the time reaches 07:00, the attendance status switches to Check-In.

Note: Press ▲/▼ to switch among the entry boxes. Enter the switch time using the numeric keypad and the switch name using the T9 input method. Press ◄/► to choose a state. After the setting is complete, press **M/OK** to save and go back to the previous interface. Press **ESC** to cancel the setting and go back to the previous interface.

7.4 Daylight Saving Time (DLST) Setting★

The Daylight Saving Time is a widely used system of adjusting the official local time forward to save energy. The uniform time adopted during the implementation of this system is known as the DLST. Typically clocks are adjusted forward one hour in the summer to make people early to bed and early to rise so as to make full use of illumination resources and save electricity. Clocks are adjusted backward in autumn. The specific DLST regulations vary with countries.

To meet the DLST requirement, the FRT supports the DLST function to adjust forward one hour at ×× (Hour): ×× (Minute) ×× (Day) ×× (Month) and backward one hour at ×× (Hour): ×× (Minute) ×× (Day) ×× (Month).For example, adjust the clock forward one hour at 08: 00 on April 1, and backward one hour at 08: 00 on October 1. (As shown in the above figure)
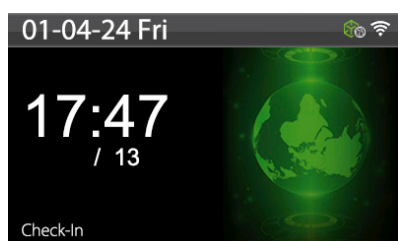
Press **M/OK** on the initial interface.

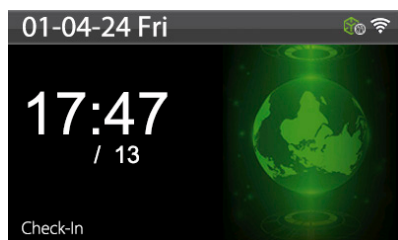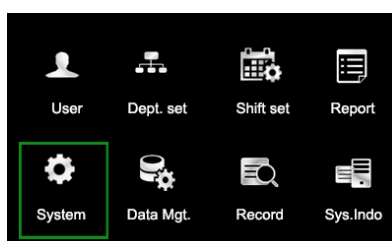Select **System** and press **M/OK**.
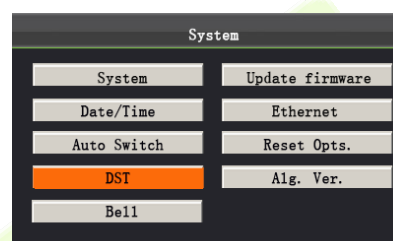
Select **DST** and press **M/OK**.
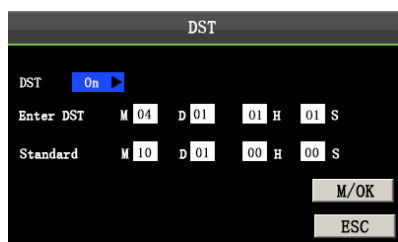
Press ◄/► to set the DST option to **ON**.

Press ▲/▼ to select among the entry boxes, using the numeric keypad to enter the start and end time of DLST, press **M/OK** to save.

Note: The end time of DLST cannot be set to next year. More specifically, the end time must be later than the start time in the same year.

7.5 Bell Settings

Lots of companies need to ring their bells to signal the start and end of work shifts, and they usually manually ring their bells or use electric bells. To lower costs and facilitate management, we integrate the time bell function into the FRT. You can set the alarm time and duration for ringing the bell based on your requirements, so that the attendance machine will automatically play the selected ring tone, and stop playing the ring tone after the set duration.

Press **M/OK** on the initial interface.

Select **System** and press **M/OK**.

Select **Bell** and press **M/OK**.

Press ▲/▼ to select a bell then press **M/OK**.
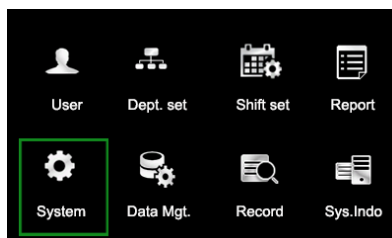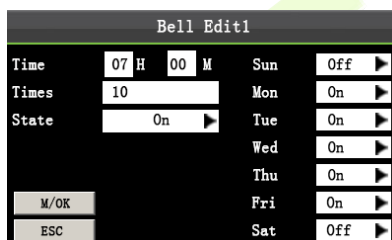
Press ▲/▼ and **M/OK** to select items. When the setting is completed, press **OK** to save the setting and exit.

When editing successful, an interface shown above.

Setting parameter description:

Parameter	Description
Time	Set a time point of one day or several days from Sunday to Saturday when the attendance machine automatically plays a bell ring tone.
Times	Set the alarm times.
State	Set whether to enable the bell.

7.6 Update Firmware
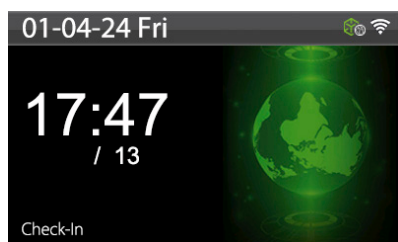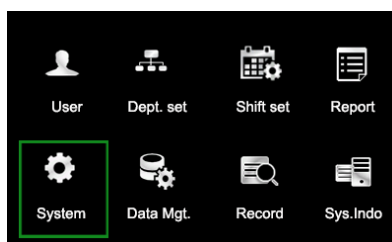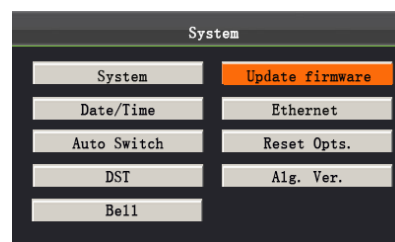
Press **M/OK** on the initial interface.	Select **System** and press **M/OK**.	Select **Update firmware** and press **M/OK**.

Note: If you need such upgrade file, please contact technician. Usually, firmware upgrade is not recommended.

7.7 Ethernet★
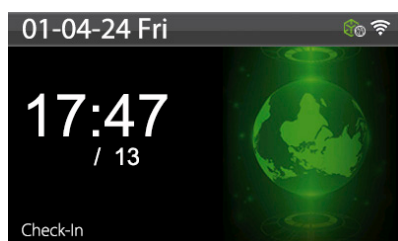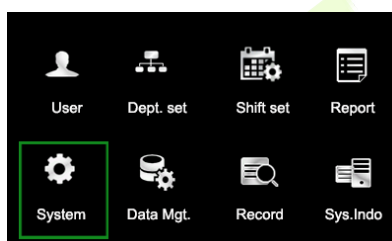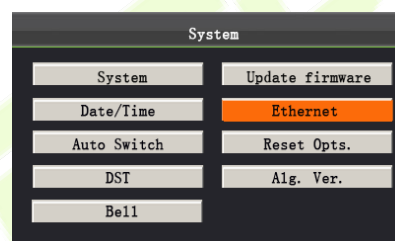
Press **M/OK** on the initial interface.	Select **System** and press **M/OK**.	Select **Ethernet** and press **M/OK**.

7.7.1 WIFI Setting

The greatest advantage of WIFI is its high transmission rate up to 11Mbps. Wi-Fi also features long transmission distance and excellent compatibility with various existing 802.11 DSSS devices. IEEE 802.11b is a radio-based variant of IEEE 802.11. The bandwidth of IEEE 802.11b can be up to 11 Mbps and automatically adjusted to 5.5Mbps, 2Mbps and 1Mbps depending the signal strength and interference level, thus effectively ensuring network stability and reliability. Major advantages: High transfer speed and reliability. The communication distance can be up to 305 m in an open area and 76 m to 122 m in an enclosed area. WIFI can be conveniently integrated with the existing wireline Ethernet, making the networking cost even lower.

Our terminal is also Wi-Fi capable. It supports either built-in or external Wi-Fi module to implement wireless data transmission over the Wi-Fi.

● **Bulit-in Wi-FI Module★**

Under this module, the terminal is used as the signal source. We can download APP to search and connect it. On this terminal, the hotspot Network Mode is optional.
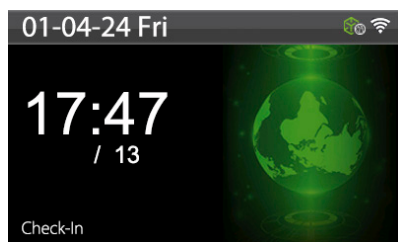
Press **M/OK** on the initial interface.
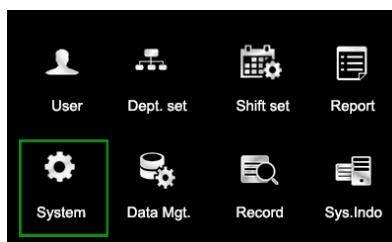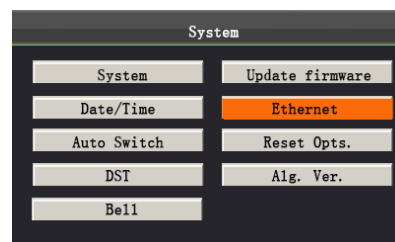
Select **System** and press **M/OK**.

Select **Ethernet** and press **M/OK**.
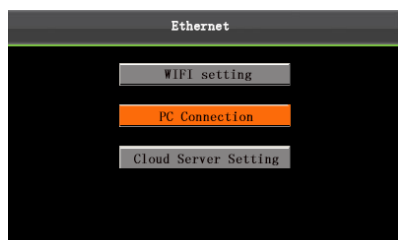
Press▲/▼ to select **PC Connection** and press **M/OK**.
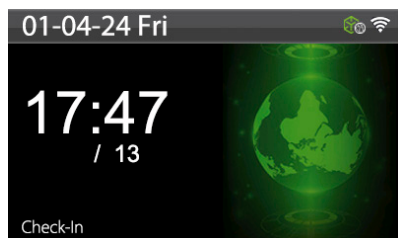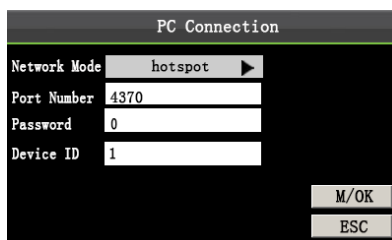

Press▲/▼ to select Network Mode, then press ◂/▸ to select hotspot and press **M/OK** back to **Ethernet** interface.
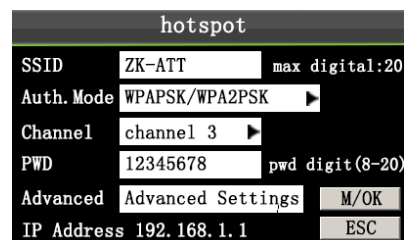
Select **Wi-Fi setting** and press **M/OK** then set hotspot configuration and press **M/OK**.

● **External Wi-Fi module**

Under this module, the terminal can connect personal computer with WLAN router. On this terminal, the WLAN Network Mode is defaulted.
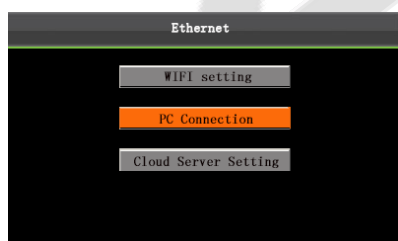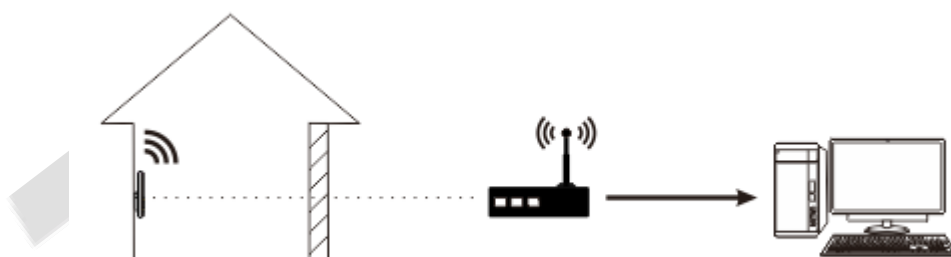
Press▲/▼ to select **PC Connection** and press **M/OK**.
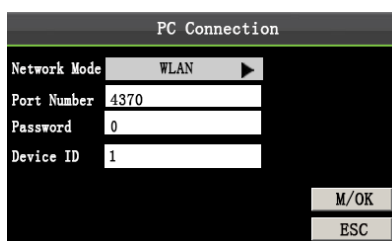
Press▲/▼ to select Network Mode, then press ◂/▸ to select WLAN and press **M/OK** back to **Ethernet** interface.
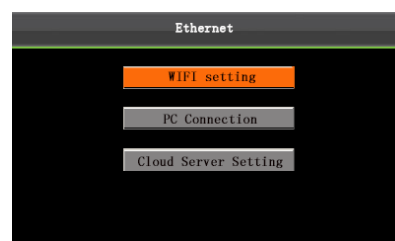
Press▲/▼ to select **WIFI setting** and press **M/OK**.
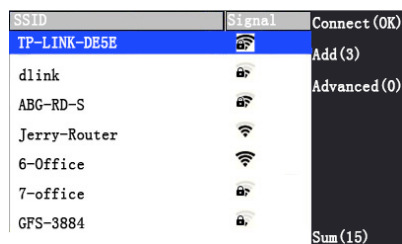
Press▲/▼ to select signal, press **M/OK** and enter password to connect the WI-FI .
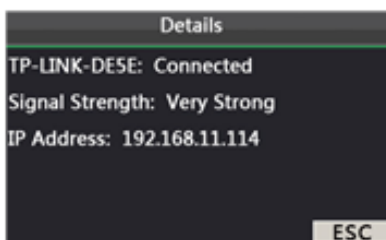
Select the connected WI-FI name and press **M/OK**, then you may see the IP Address of this WIFI.

7.7.2 PC Connection
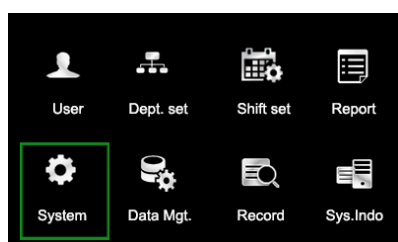
Select **System** and press **M/OK**.
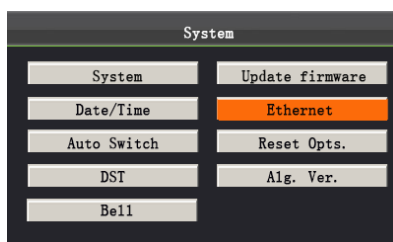
Select **Ethernet** and press **M/OK**.
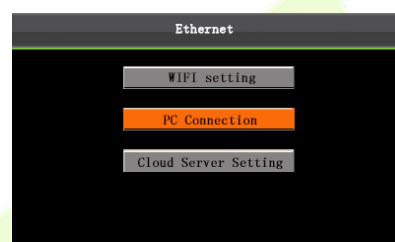
Press▲/▼ to select **PC Connection** and press **M/OK**.

Setting parameter description:

Parameter	Description
Network Mode	It provides WLAN, hotspot or close three connection modes.
Port Number	This is the default, do not need to modify.
Password	To improve the security of attendance data, connection password needs to be set here. Connection password must be input when PC software is to connect device to read data. System password is 0 by default.(namely, there is no password.) it can be set as other value. After setting, the password must be input if software is to communicate with device. Or the connection will fail. The password length is 1- 6 digits.
Device ID	The device ID ranges from1 to 254. If the communication method is RS485, inputting this device ID in the software communication interface is required.

7.7.3 Cloud Sever Setting
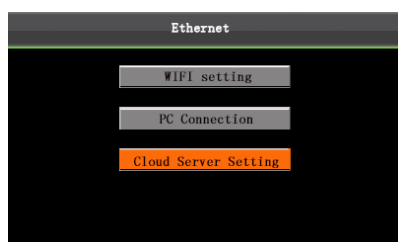
Press▲/▼ to select **Cloud Sever Setting** and press **M/OK**.
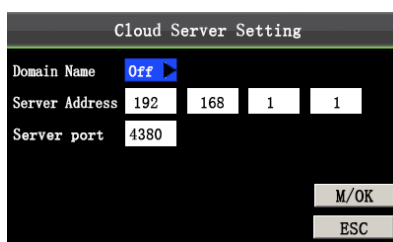
Press ◄/► to select Domain Mode, then input Server Address and Server port, press **M/OK** back to **Ethernet** interface.
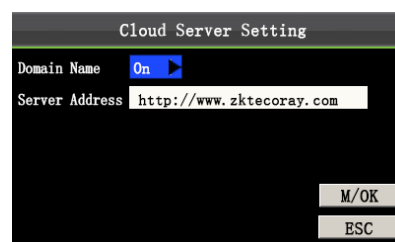
Setting parameter description:

Parameter	Description
Domain Name	When the domain name mode is enabled, you access a website using a domain name in the format of http://; otherwise, you must enter an IP address for website access.
Server Address	IP address of Webserver.
Server Port	Port used by Webserver.

7.8 Reset

Make device's communication option, system option and so on reset to the state of factory.
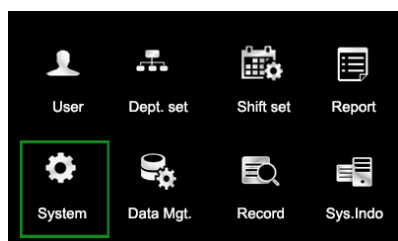
Select **System** and press **M/OK**.
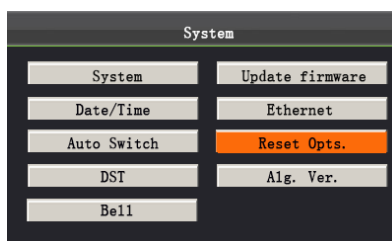
Select **Reset Opts.** and press **M/OK**.

Press **M/OK** to reset, Press **ESC** to exit.

7.9 Algorithm Version Switching

The device supports fingerprinter algorithm version switching between ZKFinger VX10.0 and ZKFinger VX13.0.

Select **System** and press **M/OK**.
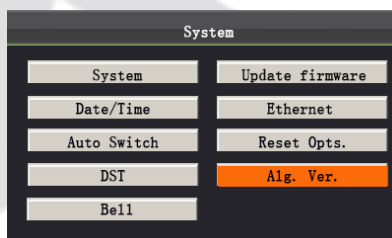
Select **Alg. Ver.** and press **M/OK**.

Press **M/OK** to restart the device, press **ESC** to exit.

Note: Every time a user switches the fingerprinter algorithm version, the device will delete the data and reboot it. Please choose carefully.

8 Data Management

The device allows downloading user data and attendance data to a USB flash drive so that the data can be processed by proper attendance software. It also allows user data from other devices to be uploaded to this device.
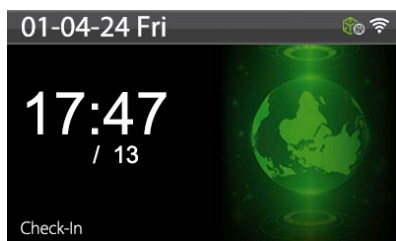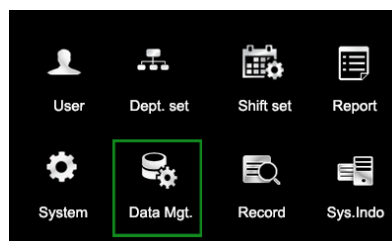
Press **M/OK** on the initial interface.	Select **Data Mgt.** and press **M/OK**.

8.1 Download/Upload

Insert an USB host or SD card into the USB host or SD card slot on the device. The following uses attendance data as an example to describe how to download user data:
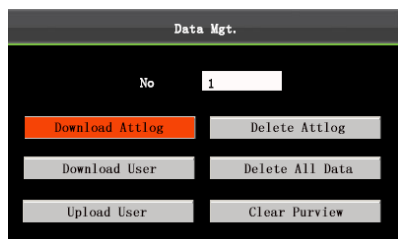
Press ▼ to select **Download Attlog** then press **OK**.	Downloading......	Data download succeed! Press **M/OK** to take out the USB disk or SD card.
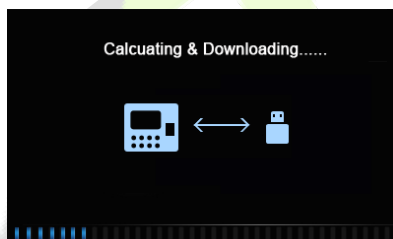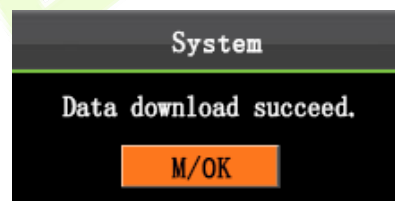
Function description:

Function	Description
Download Attlog (Download Attendance Data)	Download all the attendance data from the popular color-screen FRT to the USB host or SD card.
Download User (Download User Data)	Get all the equipment user information and fingerprint saved to the USB host or SD card.
Upload User (Upload User Data)	Upload the user information and fingerprints from the USB host or SD card to the device.

8.2 Delete/Clear

The following uses attendance data as an example to describe how to delete user data:

Data Mgt.	
No	1
Download Attlog	Delete Attlog
Download User	Delete All Data
Upload User	Clear Purview
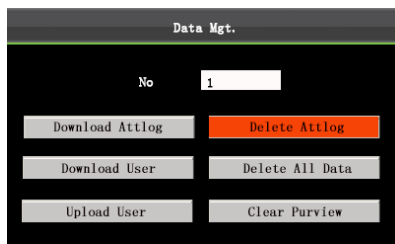
Select **Delete Attlog** and press **M/OK**.

System
Are you sure?
M/OK	ESC
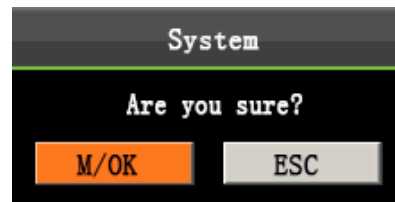
Press **M/OK** to delete, press **ESC** to exit.

Function description:

Function	Description
Delete Attlog	Delete all the attendance records.
Delete All Data	Delete all the information of enrolled personnel, including their fingerprints and attendance records.
Clear Purview	Set all the administrators to ordinary users.

9 Record Query
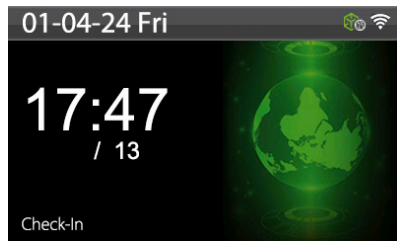
Press **M/OK** on the initial interface.
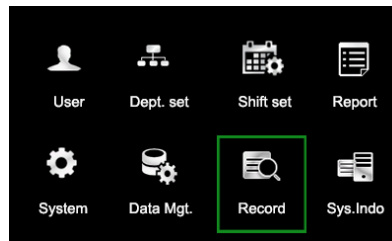
Select **Record** and press **M/OK**.

Press finger/input ID, enter the Start and End using keypad, then press **OK**.

Showing records above

Press **M/OK** to view the details of the attendance records.

Note:

For the other two record query modes, see "Quick Query of Attendance Records".

Displayed at the bottom of the screen explain all letter meanings:

1. Verification: validation status.
    F: fingerprint verification.   P: password verification.
2. Status: attendance status.
    0: check-in   1: check-out   4: overtime check-in   5: overtime check-out

10 System Information

You can check the storage status as well as version information of the popular color-screen FRT through the **Sys.Info**. menu item.
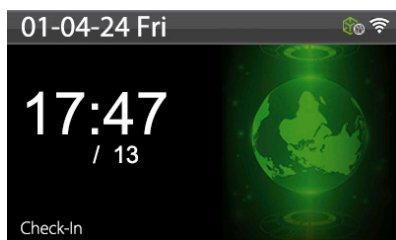
Press **M/OK** on the initial interface.
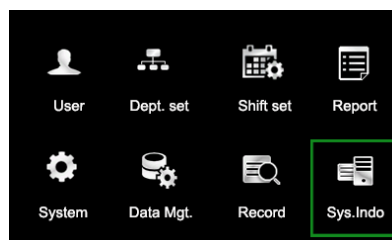
Select **Sys.Info.** and press **M/OK**.
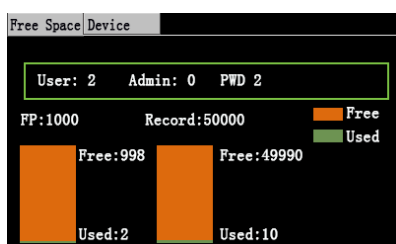
Free Space
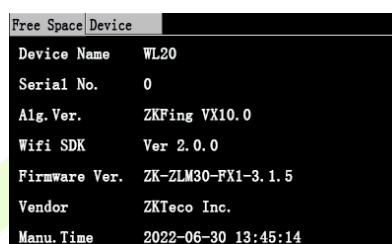
Device

Function description:

Function	Description
Free Space	The number of enrolled users, administrators and passwords is displayed on the Free Space interface. The total fingerprint storage capacity and occupied capacity as well as the total attendance storage capacity and occupied capacity are graphically displayed respectively, as shown before.
Device	The equipment name, serial number, version information, manufacturer and date of manufacture are displayed on the Device interface.

Appendix 1

USB Client

The device can communicate with computers. You can connect it to a computer through a USB cable to view the attached quick start guide.

T9 Input

T9 input (intelligent input) is quick and high efficient. The device support T9 Chinese, T9 English and symbol input. There are 3 or 4 English letters on numeric keys (0-9), for example, A, B, C are on numeric key 1. Press the corresponding key once, and the program will generate effective spelling. By using T9 input, names, SMS content and some symbols can be input.

The T9 input method is used to enter texts such as employee names, department names, and shift names.
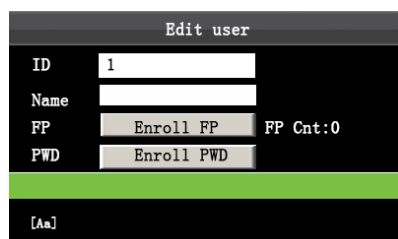
Press the **M/OK** key to enable the T9 input method.
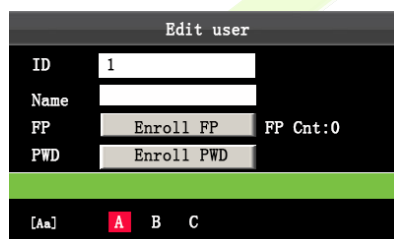
Press ▲/▼ to switch English or Symbol mode. Enter 2 and press the keys from 3 to A.
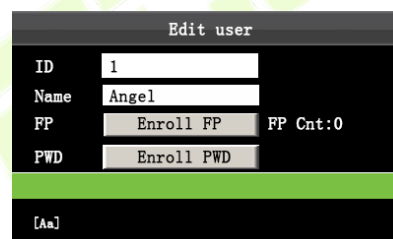
Enter letters Angel in the same manner.

Quick Query of Attendance Records

This function allows ordinary users to query their attendance records of current day to make sure whether there are any missing records or time errors so as to inform administrators to record exceptions in time.

Operation description:

Mode 1: Save the attendance records and query quickly:

For example, after successful fingerprint matching, the employee with user ID of 1 can view his/her attendance records of current day after pressing **M/OK**.
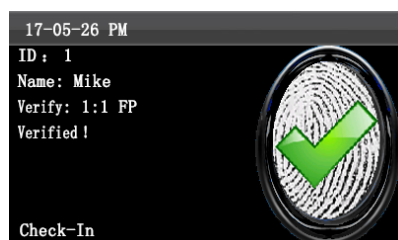
Verified!
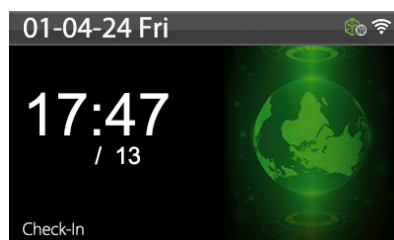
Press **M/OK** within 10 seconds.

View all attendance records of an employee on current day.

Note:

1. The picture is for reference only.
2. Press ▲/▼ to view the attendance records row by row. Press ◂/▸ to view the attendance records page by page.

Mode 2: Query directly and quickly without saving the attendance records *:
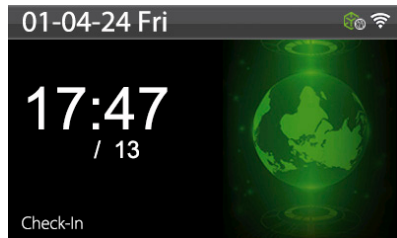
Press **0** on the initial interface to display the Record interface.

Press finger/input ID, enter the Start and End using keypad, then press **OK**.

Showing records above.

Displayed at the bottom of the screen explain all letter meanings:

1. Verification: validation status.
    F: fingerprint verification.   P: password verification.
2. Status: attendance status.
    0: check-in   1: check-out   4: overtime check-in   5: overtime check-out

Notes:

1. Three ways for entering the query conditions:
    1) Press the enrolled finger. The user ID and the name corresponding to the fingerprint will be automatically displayed.
    2) Enter the desired employee information in ID and Name.
2. 1,000 records can be displayed on this interface.

Self-Service Attendance Terminal FAQs

1. Does self-service attendance terminal support scheduling based on every other days?

A: No.

2. Can the setting records downloaded from the device be edited on WPS software?

A: Yes. Setting records are supported in Microsoft Office 2003, Microsoft Office 2007, and WPS Office 2012 Personal.

3. What is the attendance calculation flow adopted by the self-service attendance terminal?

A. SSR attendance calculation flow.

4. How to calculate special overtime hours?

The following cases are deemed special overtime:

- When an EXCEL schedule record exists and attendance reports are used for attendance calculation, there are check-in and check-out records though there is no schedule (or rest is arranged) for the current date.
- When no EXCEL schedule record is available, there are check-in and check-out records though Saturday and Sunday are non-work days.

Overtime hours refer to the duration counted from the first check-in time to the last check-out time on the current day.

5. How to arrange schedules using the attendance setting report?

Step 1: Insert a USB flash drive into the USB port or SD card into the SD port of the device and download the *Attendance Setting Report.xls* to the USB flash drive or SD card.

Step 2: Open the *Attendance Setting Report.xls* on a computer.

Step 3: Set shifts in the Attendance Setting Report.xls.

Attendance Setting Report

Numbe r	First time zone		Second time zone		Overtime	
	On-duty	Off-duty	On-duty	Off-duty	Check-In	Check-Out
1	9:00	18:00				
2	9:00	12:00	13:30	18:00		
3	9:00	12:00	13:00	18:00		
4	9:00	12:00	14:00	18:00		

Data enclosed by a red rectangle is new shifts (shift 3 and shift 4). To add a shift, enter a time directly, in the range of 00:00 to 24:00.

Step 4: Arrange schedules for employees.

...hedule Setting Report

Special shifts:25-Ask for leave, 26-Out, Null-Holiday

Schedule date: 2012-1-1 (Date)

ID	Name	Department	Card number	1 SUN	2 MON	3 TUE	4 WED	5 THU	6 FRI	7 SAT	8 SUN	9 MON	10 TUE	11 WED	12 THU	13 FRI	14 SAT	15 SUN	16 MON	17 TUE	18 WED	19 THU	20 FRI	21 SAT	22 SUN	23 MON	24 TUE	25 WED	26 THU	27 FRI	28 SAT	29 SUN	30 MON	31 TUE
1	Joe	company					1	1	1			2	2	2	2	2			25	1	1	1	1			3	3	3	3	3			3	3
3	David	company					2	2	2			1	1	1	1	1			24	3	3	25	3			4	4	4	26	4			4	4
3	Mark	company					3	3	3			2	2	2	2	2		2	2	2	2	2			4	4	4	26	4			3	3
4	Jack	company				25	2	4			3						1		2	2	2			4	4	4	4				1	1

(Holiday) (Shifts) (Leave) (On business)

Note: Dates must be set correctly. For example, if the scheduling date is 2012-1-1, the schedule setting report contains the schedules of 31 days after 2012-1-1, that is, schedules from 2012-1-1 to 2012-1-31. If the scheduling date is 2012-1-6, the schedule setting report contains schedules of 31 days after 2012-1-6, that is, schedules from 2012-1-6 to 2012-2-5.

Step 5: Insert a USB flash drive into the USB port or SD card into the SD port of the device and upload the *Attendance Setting Report.xls* to the device. Then, schedules in the *Attendance Setting Report* can be used.

6. What is the correct time format used in the setting reports?

A. The correct time format is shown in the following table.

Shift No.	First Time Range		Second Time Range		Overtime Range	
	On-duty	Off-duty	On-duty	Off-duty	Check-in	Check-out
1	09:00	18:00				
2	09:00	12:00	13:30	18:00		
3	9:5	18:00				

Incorrect time formats are as follows:

- A time value is beyond the time range, such as 24:00.
- A time value contains Chinese characters, for example, 9：00, which differs from 9:00.
- A time value is preceded by a space. As shown in the following table, there is a space in front of 09:00 in shift 1.
- A time value contains special characters, for example, _9:00 and 09:-1.

Shift No.	First Time Range		Second Time Range		Overtime Range	
	On-duty	Off-duty	On-duty	Off-duty	Check-in	Check-out
1	09:00	24:00				
2	09：00	12:00	13:30	18:00		
3	_9:5	18:00				

The device performs validity check and error tolerance for other formats.

7. How does the self-service attendance terminal collect the correct attendance time based on the preset shift time?

A: The device collects attendance time based on the following principles:

1. Adopt the earliest time for normal attendance and the nearest time for abnormal attendance.
2. Adopt the normal attendance time if the normal attendance time and abnormal attendance time coexist.
3. Adopt a median in the attendance time range.
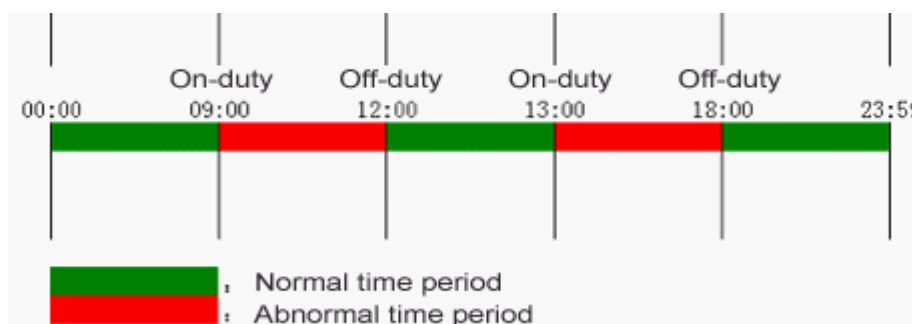
The following uses four examples to describe the preceding principles.

Example 1: normal attendance

Attendance Time Range	09:00 — 12:00		13:00 — 18:00			
Attendance time of #1 employee	8:30, 8:35, 11:55,12:01, 12:50, 18:02,19:00					
Statistical result based on attendance rules	8:30	12:01	12:50	18:02		

Description: The attendance time 8:30 and 8:35 are earlier than the on-duty time 9:00 and they are within the normal attendance time range. Therefore, 8:30 is adopted for the on-duty time 9:00 based on the principle of adopting the earliest time for normal attendance. 18:02 and 19:00 are later than the off-duty time 18:00, and therefore, 18:02 is adopted based on the same principle.

Example 2: Late arrival

Attendance Time Range	09:00 — 12:00		13:00 — 18:00			
Attendance time of #1 employee	9:01, 9:04, 12:01, 12:50, 18:00					
Statistical result based on attendance rules	9:01	12:01	12:50	18:00		

Description: Employer 1 checks in for work at 9:01 and 9:04 and he/she is late based on the preset on-duty time. Based on the principle of adopting the nearest time for abnormal attendance, the correct check-in time is 9:01 rather than 9:04 because 9:01 is nearer 9:00.

Example 3: Early leave

Attendance Time Range	09:00 — 12:00		13:00 — 18:00			
Attendance time of #1 employee	8:50, 11:40,11:55, 12:50, 18:01					
Statistical result based on attendance rules	8:50	11:55	12:50	18:01		

Description: The attendance time 12:50 is adopted based on the principle of adopting a median in the attendance time range. For the attendance time range from 9:00 to 12:00, the normal check-out time range for the off-duty time 12:00 is from 12:00 to 12:30 (that is, 12:00 + (13:00 - 12:00)/2). Therefore, the calculated time of attendance is shown in the preceding table.

Example 4: Absence

Case 1:

Attendance Time Range	09:00 — 12:00	13:00 — 18:00			
Attendance time of #1 employee	8:50, 12:50, 18:01				
Statistical result based on attendance rules	8:50		12:50	18:01	

Description: The attendance time 12:50 is adopted based on the principle of adopting a median in the attendance time range. For the attendance time range from 9:00 to 12:00, the normal check-out time range for the off-duty time 12:00 is from 12:00 to 12:30 (that is, 12:00 + (13:00 - 12:00)/2). Therefore, the check-out time is blank. The normal check-in time range for the on-duty time 13:00 is from 12:30 to 13:00. The calculated time of attendance is shown in the preceding table.

Case 2:

Attendance Time Range	09:00 — 12:00	13:00 — 18:00			
Attendance time of #1 employee	8:50, 11:55, 12:20, 18:01				
Statistical result based on attendance rules	8:50	12:20		18:01	

Description: The time 12:20 is adopted based on the principle of adopting a median in the attendance time range. The normal check-out time range for the off-duty time 12:00 is from 12:00 to 12:30 (that is, 12:00 + (13:00 - 12:00)/2). Therefore, the check-out time of the employee is 12:20. The normal check-in time range for the on-duty time 13:00 is from 12:30 to 13:00. Therefore, the check-in time of the employee is blank. The calculated time of attendance is shown in the preceding table.

Appendix 2

Privacy Policy

Notice:

To help you better use the products and services of ZKTeco and its affiliates, hereinafter referred as "we", "our", or "us", the smart service provider, we consistently collect your personal information. Since we understand the importance of your personal information, we took your privacy sincerely and we have formulated this privacy policy to protect your personal information. We have listed the privacy policies below to precisely understand the data and privacy protection measures related to our smart products and services.

Before using our products and services, please read carefully and understand all the rules and provisions of this Privacy Policy. <u>If you do not agree to the relevant agreement or any of its terms, you must stop using our products and services.</u>

I.   **Collected Information**

To ensure the normal product operation and help the service improvement, we will collect the information voluntarily provided by you or provided as authorized by you during registration and use or generated as a result of your use of services.

1.   **User Registration Information:** At your first registration, the feature template (**Fingerprint template/Face template/Palm template**) will be saved on the device according to the device type you have selected to verify the unique similarity between you and the User ID you have registered. You can optionally enter your Name and Code. The above information is necessary for you to use our products. If you do not provide such information, you cannot use some features of the product regularly.

2.   **Product information:** According to the product model and your granted permission when you install and use our services, the related information of the product on which our services are used will be collected when the product is connected to the software, including the Product Model, Firmware Version Number, Product Serial Number, and Product Capacity Information. **When you connect your product to the software, please carefully read the privacy policy for the specific software.**

II. **Product Security and Management**

1.   When you use our products for the first time, you shall set the Administrator privilege before performing specific operations. Otherwise, you will be frequently reminded to set the Administrator privilege when you enter the main menu interface. **If you still do not set the Administrator privilege after receiving the system prompt, you should be aware of the possible security risk (for example, the data may be manually modified).**

2. All the functions of displaying the biometric information are disabled in our products by default. You can choose Menu > System Settings to set whether to display the biometric information. If you enable these functions, we assume that you are aware of the personal privacy security risks specified in the privacy policy.

3. Only your user ID is displayed by default. You can set whether to display other user verification information (such as Name, Department, Photo, etc.) under the Administrator privilege. **If you choose to display such information, we assume that you are aware of the potential security risks (for example, your photo will be displayed on the device interface).**

4. The camera function is disabled in our products by default. If you want to enable this function to take pictures of yourself for attendance recording or take pictures of strangers for access control, the product will enable the prompt tone of the camera. **Once you enable this function, we assume that you are aware of the potential security risks.**

5. All the data collected by our products is encrypted using the AES 256 algorithm. All the data uploaded by the Administrator to our products are automatically encrypted using the AES 256 algorithm and stored securely. If the Administrator downloads data from our products, we assume that you need to process the data and you have known the potential security risk. In such a case, you shall take the responsibility for storing the data. You shall know that some data cannot be downloaded for sake of data security.

6. All the personal information in our products can be queried, modified, or deleted. If you no longer use our products, please clear your personal data.

III. How we handle personal information of minors

Our products, website and services are mainly designed for adults. Without consent of parents or guardians, minors shall not create their own account. If you are a minor, it is recommended that you ask your parents or guardian to read this Policy carefully, and only use our services or information provided by us with consent of your parents or guardian.

We will only use or disclose personal information of minors collected with their parents' or guardians' consent if and to the extent that such use or disclosure is permitted by law or we have obtained their parents' or guardians' explicit consent, and such use or disclosure is for the purpose of protecting minors.
Upon noticing that we have collected personal information of minors without the prior consent from verifiable parents, we will delete such information as soon as possible.

IV. Others

You can visit https://www.zkteco.com/cn/index/Index/privacy_protection.html to learn more about how we collect, use, and securely store your personal information. To keep pace with the rapid development of technology, adjustment of business operations, and to cope with customer needs, we will constantly deliberate and optimize our privacy protection measures and policies. Welcome to visit our official website at any time to learn our latest privacy policy.

Eco-friendly Operation

The product's "eco-friendly operational period" refers to the time during which this product will not discharge any toxic or hazardous substances when used in accordance with the prerequisites in this manual.

The eco-friendly operational period specified for this product does not include batteries or other components that are easily worn down and must be periodically replaced. The battery's eco-friendly operational period is 5 years.

Hazardous or Toxic substances and their quantities						
Component Name	Hazardous/Toxic Substance/Element					
	Lead (Pb)	Mercury (Hg)	Cadmium (Cd)	Hexavalent Chromium (Cr6+)	Polybrominated Biphenyls (PBB)	Polybrominated Diphenyl Ethers (PBDE)
Chip Resistor	×	○	○	○	○	○
Chip Capacitor	×	○	○	○	○	○
Chip Inductor	×	○	○	○	○	○
Diode	×	○	○	○	○	○
ESD component	×	○	○	○	○	○
Buzzer	×	○	○	○	○	○
Adapter	×	○	○	○	○	○
Screws	○	○	○	×	○	○

○ indicates that the total amount of toxic content in all the homogeneous materials is below the limit as specified in SJ/T 11363—2006.

× indicates that the total amount of toxic content in all the homogeneous materials exceeds the limit as specified in SJ/T 11363—2006.

Note: 80% of this product's components are manufactured using non-toxic and eco-friendly materials. The components which contain toxins or harmful elements are included due to the current economic or technical limitations which prevent their replacement with non-toxic materials or elements.

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