ZKTeco

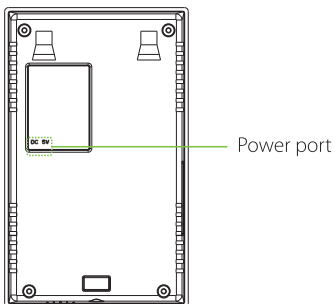# Quick Start Guide

LFace10

Version: 1.0

1. Overview

Speaker

2.4-inch Color Screen

Near-infrared flash

Flash

Camera

Keypad

USB port

Reset button
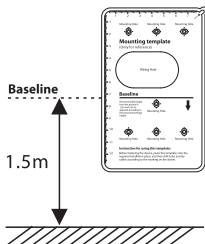
Power port
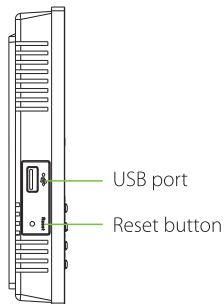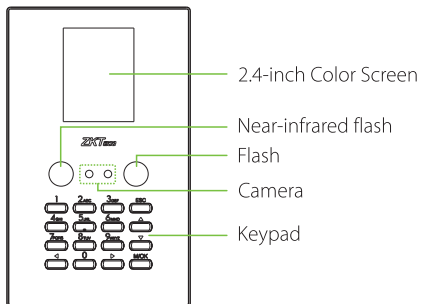
2. Device Installation

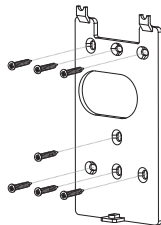## ❖ Install on the wall

① Attach the mounting template sticker to the wall, and drill holes according to the mounting paper.

② Fix the back plate on the wall using wall mounting screws.

③ Attach the device to the back plate from top to bottom.

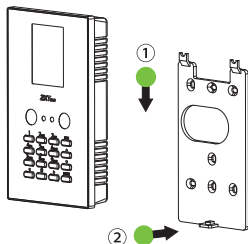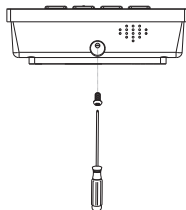④ Fasten the device to the back plate with a security screw.

3. Power Connection
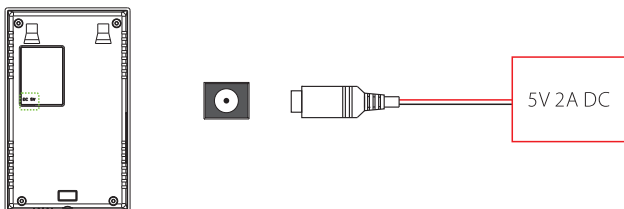
- Recommended power supply: **5V - 2A**
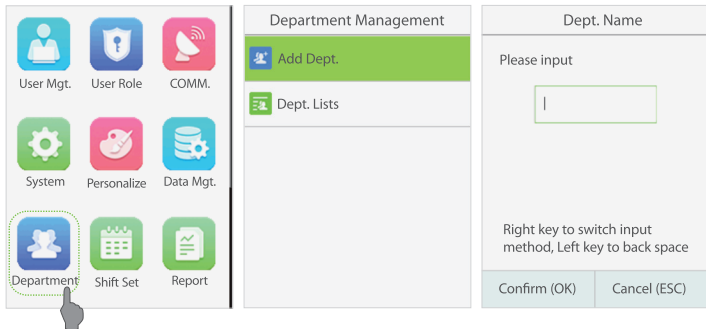- To share the power with other devices, use a power supply with higher current ratings.

4. Quick Start

Add a Department → Shift Setting → User Registration → User Attendance → View Attendance Report
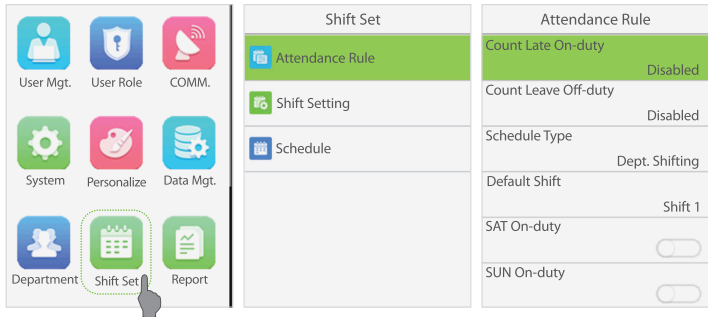
1. Add a Department

Press **[M/OK] > [Department] > [Add Dept.] > [Dept. Name]** to enter the setup interface and enter the department name using the T9 input method.

2. Shift Setting

1) Attendance Rule Setting

Press **[M/OK] > [Shift Set] > [Attendance Rule]** to enter the setting interface and set the attendance rule.

All attendance statistics are conducted according to the attendance rules. Therefore, the staff attendance rules need to be set first, including late, early leave calculation method, and scheduling type. Once the attendance rules are set, it is not recommended to modify them frequently as it may affect the result of attendance calculation and may cause chaos in the scheduling if it is modified in the middle of the month.

- **Schedule Type:**
  The device supports both department and individual-based scheduling.
  If a company uses one timetable, then only one department needs to be set and department-based scheduling is recommended.
  If the departments have their respective timetables, department-based scheduling is recommended.
 In case, employees may take different shifts, individual-based scheduling is recommended.

- **Default Shift:**
  When individual-based scheduling is used, the default shift applies to all the non-scheduled employees.
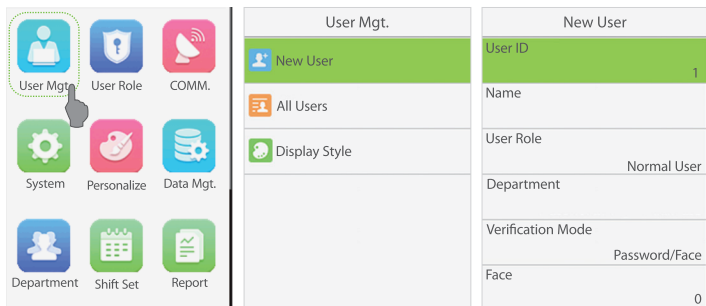
2) Shift Setting

Press **[M/OK] > [Shift Set] > [Shift Setting]** to set the parameter of the shift, as shown in the following figure.

Note: The device supports a maximum of 24 shifts including two default shifts (Shift 1 and Shift 2). All the shifts are editable, and a single shift includes three-time ranges at most.
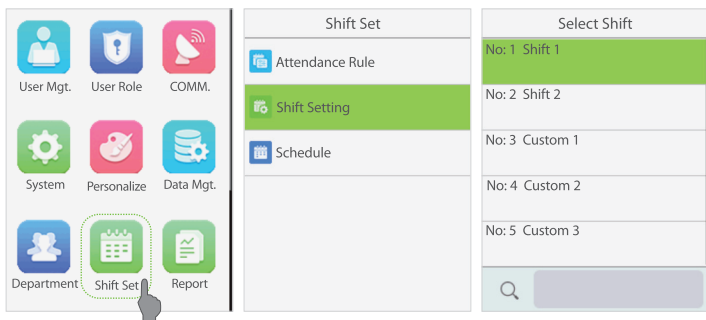
3. User Registration

Press **[M/OK] > [Main Menu] > [User Mgt.] > [New User]**. Enter User ID, Name, User Role, Department, Verification Mode and register Face and Password, to register a user.

4. User Attendance

Users punch attendance normally on the device. If no shift is set, the system will calculate attendance according to the default shift set in the attendance rules.

5. View Attendance Report

After employees take attendance, you can view employees' attendance records directly on the attendance device through shortcut keys or enter the record inquiry menu, and you can also download the attendance summary table to view on your computer.

1. View attendance records on the device

a. Set quick query shortcuts

Press **[M/OK] > [Personalize] > [Shortcut Key Mappings]** to enter the shortcut key mappings setting interface, and then select a shortcut key. Click the shortcut key to enter the setting interface. Then set the function parameter of the shortcut key to "**Attendance Record**". Press **[ESC]** to save and exit.

For example, if the ▲ key is set as the shortcut key for "Attendance Record". When the ▲ button is pressed, the attendance record interface opens up directly.

Personalize
🖼️ User Interface
🎤 Voice
🔔 Bell Schedules
🔌 Punch State Options
⌨️ Shortcut Key Mappings

Shortcut Key Mappings
Up Key Attendance Record
Down Key Check-Out
Left Key Overtime-In
Right Key Overtime-Out
ESC/[-> Key Undefined
M/OK/->] Key Undefined

Function
⦿ Download
⦿ Attendance Record
⦿ Device Capacity
⦿ Device Info
⦿ Firmware Info
⦿ Add Dept.

b. After the user's attendance is complete, press the set shortcut key on the initial interface or press **[M/OK] > [Attendance Search]** and input the User ID to enter the personal record searching interface. As shown in the following images:

User ID
Please Input(query all data without input)
Confirm (OK)　　Cancel (ESC)

Time Range
● Today
○ Yesterday
○ This week
○ Last week
○ This month
○ Last month

Personal Record Search

Data	User ID	Time
12-29		07
	1	15:54 15:53 15:47 15:39 15:37 15:36 15:35

Prev : <- Next : ->
Details : OK

2. View attendance records on the computer

Please insert the USB disk into the USB slot first. Then click on **[Report] > [Download Att. Report]** to enter setting interface. To set the on-duty time and off-duty time and press **[M/OK]** to download. 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.

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