

# **Quick Guide for Biometric Attendance Device**

## **(ZKSOFTWARE with B&W Interface)**

**1. How to add new ID code for new user?**

Go to Menu > User Manage > Enroll User > Enroll FP > New Enroll- OK > Place Finger (three times) > ok

**2. How to delete existing user?**

Go to Menu > User Manage > Delete > OK

**3. How to check IP Address of the device?**

Go to Menu > Options > Common Opt > IP Addr. > ok

**4. How to choose the voice with language?**

Go to Menu > Options > Auto Test > Voice Test > ok. then, (choose the voice accordingly)

**5. How to change the status of Voice?**

Go to Menu > Options > system Options > Adv Options > Voice > ok. then, (Y/N options display-choose accordingly)

**6. How to adjust a voice volume?**

Go to Menu > Options > System options > Adv Options > Adj VOL (%) \_\_\_\_ (use up button to increase the volume and use down button to decrease the volume )

**7. How to change the Date and Time?**

Go to Menu > Options > System Opt > Date Time> ok

**8. How to change the Date format?**

Go to Menu > Options > System Opt > Fmt > ok. (Use Up and Down Button to change the date format)

**9. How to delete the Attlog (If the user is not allowing to do attendance in device with the message displaying memory full) ?**

Go to Menu > Options > System Opt > Adv Option > Del Attlogs

**10. How to check the attendance report in device?**

Menu > User Manage > Browser AttLogs