
TiMY Cloud Platform User Operation Manual (Web)

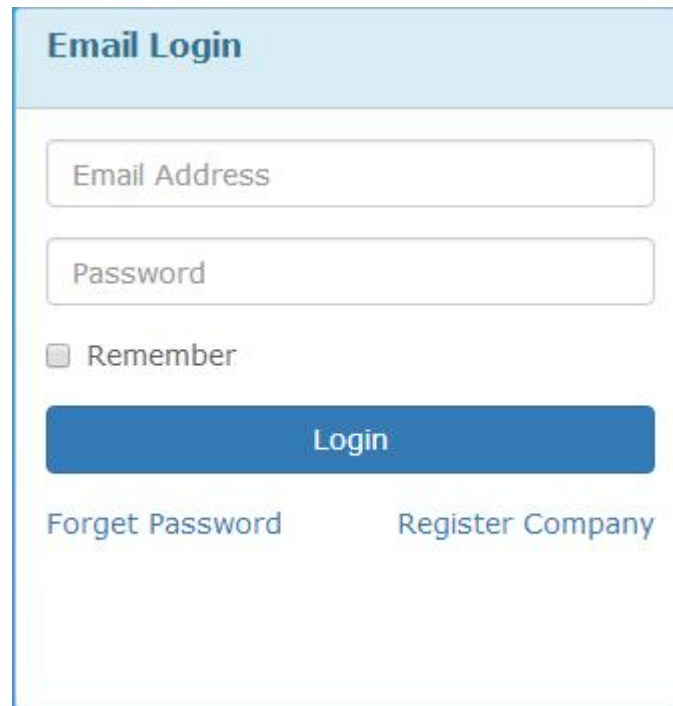
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1 Register

Enter the URL global.yunatt.com/timy to enter the login page then click **【Register Company】**, enter registration page.



The image shows a screenshot of a web form titled "Email Login". The form has a light blue header with the title. Below the header, there are two input fields: "Email Address" and "Password". Below the "Password" field, there is a checkbox labeled "Remember". Below the checkbox, there is a blue button labeled "Login". At the bottom of the form, there are two links: "Forget Password" and "Register Company".

Fill in a valid email address ,set the password,check the features you need below.Then click **【Register】** ,Automatically jump to the login page after successful registration.

Registration

Attendance Access Video Intercom

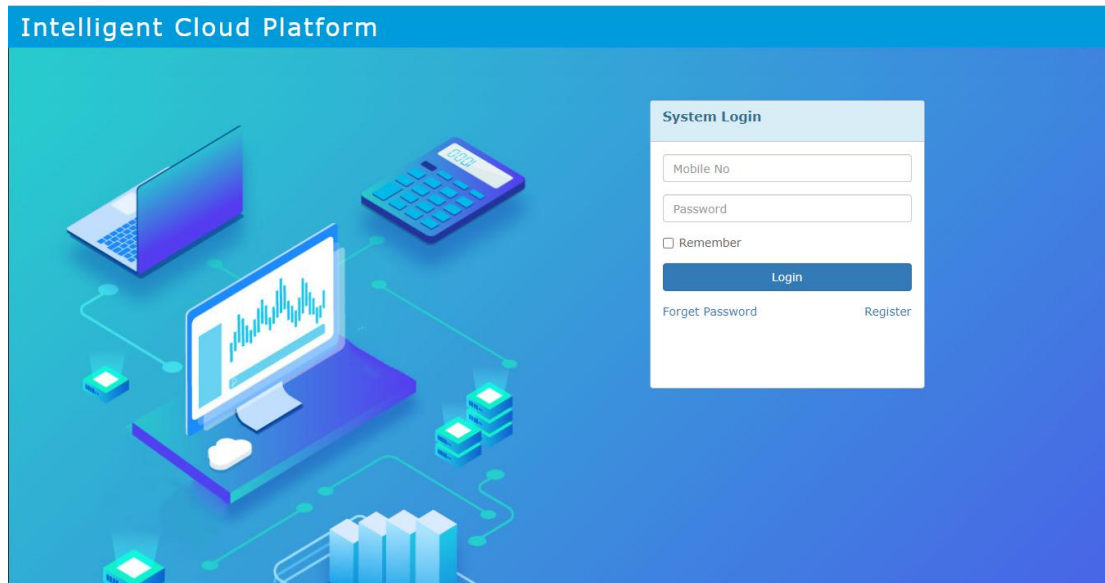
Elevator Control

Register

[Have an account? Log In](#)

2 Login

Enter the URL global.yunatt.com/timy to enter the login page, The administrator account is the Email address filled in during registration, Except the administrator account, accounts of other users in the enterprise are created by the administrator in **【User Account】**, users do not need to register, directly ask administrator for account.



Log in and enter the home page. The home page consists of Menu bar、 Personnel change records、 Today staff info、 Attendance statistics this month.

➤ Menu bar

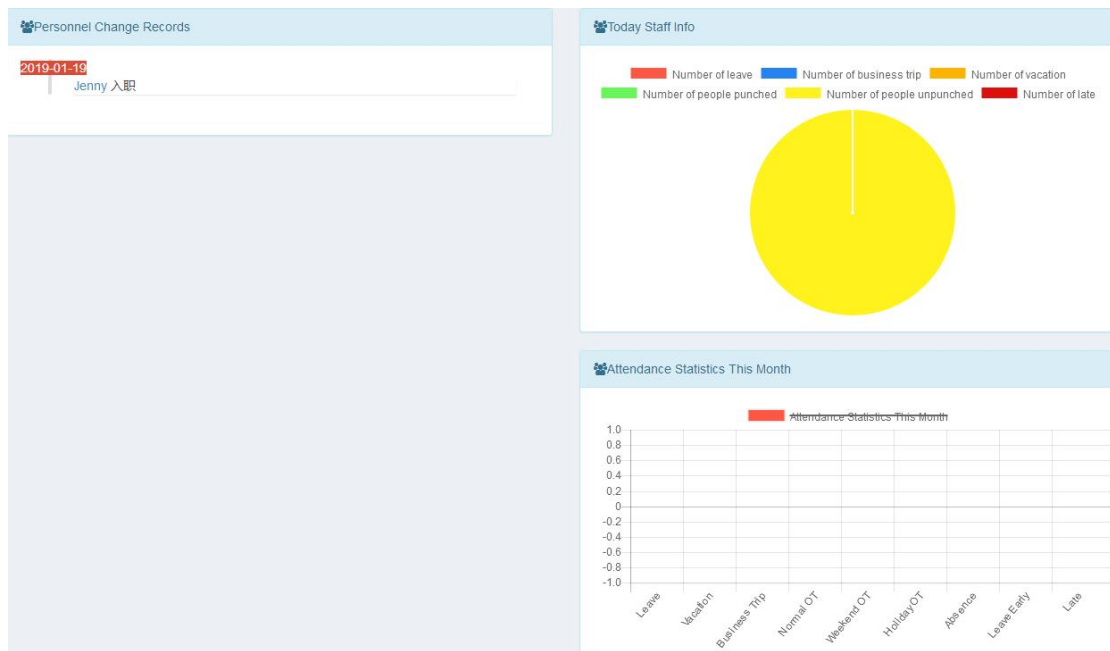
Modules: Staff Management、 Attendance Management、 System Settings

➤ Personnel change records: Show the staff entry、 resign and other changes

➤ Status: Show the number of staff who entry 、 resignation 、 working 、 leave and business trip/vacation for this month, as well as the number of staff punched today.

➤ Unsigned staff : Show staff who did not sign within the required time today.

➤ Attendance statistics this month: Count the number of days of leave、 absence、 business trip and the number of times late arrival、 early departure for this month.



3 Person Management

3.1 Person Information

- New person information

Person Management>Person Information,click  to enter New Person Info page.

123

Person Management

- Person Information
- Leave Registration
- Attendance Management
- Intercom Management
- Access Management
- Elevator Control
- System Settings
- Visitor Manage

Person Information

Name/Person code/Phone | Department: All Department | Search

+Add Import Export

User ID	Person Code	Name	Department	Gender	Card No	Mobile No	Email	Register Date	Fingerprint/Face
1	1	guo	123	Male	987654321	15527857810	15527@qq.com	2023-09-22	0/0
2	2	2	123	Male	123			2024-01-06	0/0
3	3	3	123	Male				2024-02-24	0/0
1111	1111	Test1	123	Male				2018-08-01	0/0
1112	1112	Test2	123	Male		13068755255		2018-08-20	0/0
1113	1113	Test2	123	Female		13068755256		2018-08-20	0/0

Showing 1 to 6 of 6 rows

Fill in Person information then click **【Save】** .

Note: ①Fields marked with * are required;②Mobile No must be unique;③If not filled in, the password defaults to 123456;④Only senior user can view the mobile number of the senior user in APP address book.

User ID*	<input type="text"/>	<input checked="" type="checkbox"/> Whether to participate in attendance <input type="checkbox"/> Senior Mode	
Staff Code*	<input type="text"/>	Name*	<input type="text"/>
Department	timmy	Gender	Please Choose
Card No	<input type="text"/>	Punch Pwd	<input type="text"/>
Mobile No	<input type="text"/>	Password	Default Pwd:*123456
Entry Date	2019-02-23	Entry Status	Official
Position	Please Choose	Staff Type	Please Choose
ID No	<input type="text"/>	Degree	Please Choose
Phone	<input type="text"/>	Email	<input type="text"/>
Address	<input type="text"/>		
Remark	<input type="text"/>		

After add new staff, click staff name in the staff information list to enter Resume page where you can modify photo、view report、edit file.

Resume

Home > Person Information > Resume

Person information
info
Personnel change

Photo

View Report

2
Edit File

Person Code	2
Register Date	2024-01-06
Entry Status	Official
ID No	
Gender	
Person Type	
Degree	
Mobile No	
Address	
Email	
Remark	

- Edit File

Staff Management>Staff information,click in the operate column to enter Edit File page to edit staff info,leave blank if you don't change your password,also you can choose

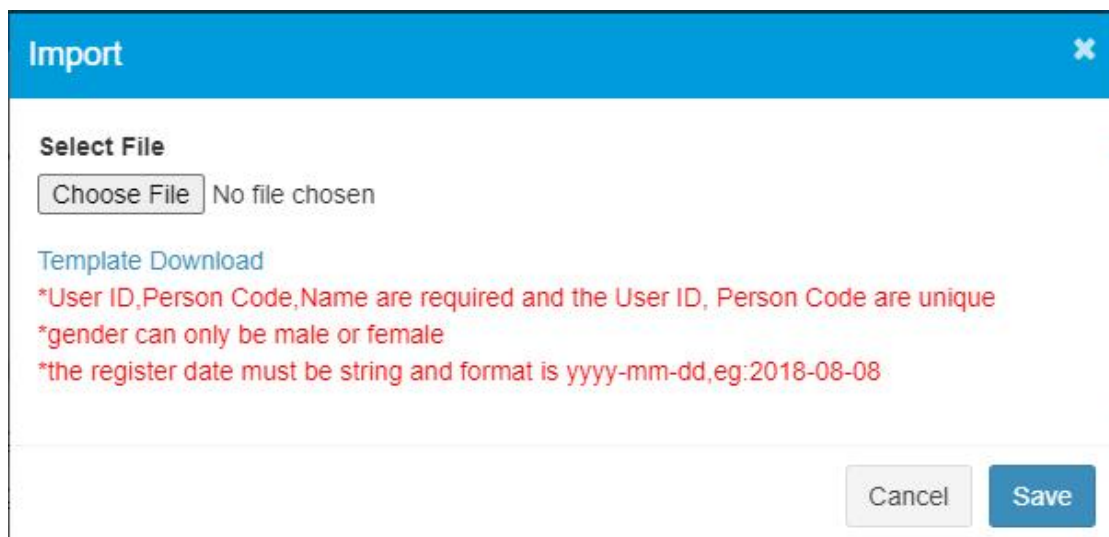
whether the user participates in attendance.

Note: If this staff does not participate in attendance, then the attendance report will not be counted, nor can it be scheduled, leave/business trip/manual punch, etc.

- **Batch Import**

Staff Management>Staff information,click **【Import】** .Import steps as below:

- 1、Click **【Template Download】**
- 2、Then edit the template file,fill in the column data that needs to be imported. The red column is required.
- 3、Click **【Select File】** to select file to import then **【Save】** .



- **Resign**

Staff Management>Staff information,click  in the operate column to register resignation.

Staff Information Home Staff information

Name/Staff code/Phone Department All Department Search

User ID	Staff Code	Name	Department	Gender	Card No	Punch Password	Mobile No	Email	Entry Date	Entry Status	Fingerprint/Face	Operate
1	1	Sophia	tmmy	Male				309004319@qq.com	2019-01-18	Official	0	<input type="button" value="Modify"/> <input type="button" value="Disable APP"/>
2	2	Sam	tmmy	Male				352555662@qq.com	2019-01-19	Official	0	<input type="button" value="Modify"/> <input type="button" value="Enable APP"/> <input type="button" value="Resign"/>

- Enable/Disable APP

Staff Management>Staff information,click **Disable APP** in the operate column to disable APP,click **Enable APP** to enable APP.

Note: Only the staff who have mobile No in their information can enable/disable APP.

The screenshot shows a table titled 'Staff Information' with columns: User ID, Staff Code, Name, Department, Gender, Card No, Punch Password, Mobile No, Email, Entry Date, Entry Status, Fingerprint/Face, and Operate. The Operate column for the first row (User ID 1) has a 'Disable APP' button highlighted with a red circle and a red arrow pointing to it.

User ID	Staff Code	Name	Department	Gender	Card No	Punch Password	Mobile No	Email	Entry Date	Entry Status	Fingerprint/Face	Operate
1	1	Sophia	timmy	Male				309004319@qq.com	2019-01-18	Official	0	Modify Disable APP
2	2	Sam	timmy	Male				352555662@qq.com	2019-01-19	Official	0	Modify Enable APP Resign

- Batch resign/ Batch enable APP/Send to device

Staff Management>Staff information,After selecting staff, Batch resign、 Batch enable APP、 Send to device will appear below the staff list.

The screenshot shows a table titled 'Person Information' with columns: User ID, Person Code, Name, Department, Gender, Card No, and Mobile No. The first row (User ID 1) is selected. Below the table, a row of action buttons is highlighted with a red box: Batch Resign, Get Person Information, Send to Device, Delete From Device, Batch Transfer Person, and Remote Add.

User ID	Person Code	Name	Department	Gender	Card No	Mobile No
<input checked="" type="checkbox"/>	1	guo	123	Male	987654321	15527857810
<input type="checkbox"/>	2	2	123	Male	123	
<input type="checkbox"/>	3	3	123	Male		
<input type="checkbox"/>	1111	Test1	123	Male		12
<input type="checkbox"/>	1112	Test2	123	Male		13068755255
<input type="checkbox"/>	1113	Test2	123	Female		13068755256

3.2 Leave Registration

- Cancel Resignation

Staff Management>Leave Registration,click **Cancel Resignation** in the operate column to cancel resignation

Leave Registration Home > Leave Registratio

Name/Staff code/Phone Department All Department

Staff Code	Name	Department	Working Date	Gender	Resign Type	Resign Reason	Operate
1 3	Jenny	timmy	2019-01-19 - 2019-02-25	Male	Dismiss		<input type="button" value="Cancel Resignation"/> <input type="button" value="Delete"/>

- Delete

Staff Management>Leave Registration,click  in the operate column to delete the staff.

Leave Registration Home > Leave Registratio

Name/Staff code/Phone Department All Department



Staff Code	Name	Department	Working Date	Gender	Resign Type	Resign Reason	Operate
1 3	Jenny	timmy	2019-01-19 - 2019-02-25	Male	Dismiss		<input type="button" value="Cancel Resignation"/> <input type="button" value="Delete"/>

4 Attendance Management

4.1 Staff Scheduling

Staff scheduling module is mainly to set up the scheduling for staff or each department as a basis for attendance.scheduling principle: unscheduled department will set the shift of upper department by default,unscheduled staff will set the shift of it's own department automatically.

- Department Scheduling

Attendance Management>Staff Scheduling, click  turn to department scheduling page, then click  in the operate column,See the diagram below for the scheduling steps:

Department Scheduling

Staff Scheduling | Department Scheduling | Advanced Scheduling

Department	Shift	Operate
timmy		Edit Delete

Department Scheduling

Home > Department Scheduling

Staff Scheduling | Department Scheduling | Advanced Scheduling

Department	Shift	Operate														
timmy	timmy Shift <table border="1"> <thead> <tr> <th>Sunday</th> <th>Monday</th> <th>Tuesday</th> <th>Wednesday</th> <th>Thursday</th> <th>Friday</th> <th>Saturday</th> </tr> </thead> <tbody> <tr> <td>Rest</td> <td>08:00-12:00 13:30-18:00</td> <td>08:00-12:00 13:30-18:00</td> <td>08:00-12:00 13:30-18:00</td> <td>08:00-12:00 13:30-18:00</td> <td>08:00-12:00 13:30-18:00</td> <td>08:00-12:00 13:30-18:00</td> </tr> </tbody> </table>	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Rest	08:00-12:00 13:30-18:00	08:00-12:00 13:30-18:00	08:00-12:00 13:30-18:00	08:00-12:00 13:30-18:00	08:00-12:00 13:30-18:00	08:00-12:00 13:30-18:00	Edit Delete
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday										
Rest	08:00-12:00 13:30-18:00	08:00-12:00 13:30-18:00	08:00-12:00 13:30-18:00	08:00-12:00 13:30-18:00	08:00-12:00 13:30-18:00	08:00-12:00 13:30-18:00										

- Staff scheduling

Attendance Management > Staff Scheduling, click staff name in scheduling list to schedule.

Staff Scheduling

Name/Staff code/Phone | Department: All Department | 2019-02 | Search

Staff Scheduling | Department Scheduling | Advanced Scheduling

[+Batch Scheduling](#)
[Batch Clear](#)
[+All Scheduling](#)
[Import](#)

Staff Code	Name	01 Friday	02 Saturday	03 Sunday	04 Monday	05 Tuesday	06 Wednesday	07 Thursday	08 Friday	09 Saturday	10 Sunday
1	Sophia										
2	Sam										

See the diagram below for the scheduling steps:

Staff Scheduling | Department Scheduling

2019-02

Select All
 Inverse Selection

Time Zone

In Time: 13:30
Out Time: 18:00
Count Working Day: 0.5
Option: Must sign in, Must sign out
OT Type: Normal

Advanced Option

+Add Rest Clear Save

Staff Scheduling

Home - Staff Scheduling


Name/Staff code/Phone Department All Department 2019-02 QSearch

Staff Scheduling | Department Scheduling | Advanced Scheduling

+Batch Scheduling Batch Clear +All Scheduling Import

Staff Code	Name	01 Friday	02 Saturday	03 Sunday	04 Monday	05 Tuesday	06 Wednesday	07 Thursday	08 Friday	09 Saturday	10 Sunday	11 Monday	12 Tuesday	13 Wednesday	14 Thursday	15 Friday	16 Saturday	17 Sunday
1	Sophia	08:00-12:00 12:00-13:30 13:30-18:00	Rest	Rest	08:00-12:00 12:00-13:30 13:30-18:00	08:00-12:00 12:00-13:30 13:30-18:00	08:00-12:00 12:00-13:30 13:30-18:00	08:00-12:00 12:00-13:30 13:30-18:00	08:00-12:00 12:00-13:30 13:30-18:00	Rest	Rest	08:00-12:00 12:00-13:30 13:30-18:00	08:00-12:00 12:00-13:30 13:30-18:00	08:00-12:00 12:00-13:30 13:30-18:00	08:00-12:00 12:00-13:30 13:30-18:00	Rest	Rest	

- Batch Scheduling/Batch Clear

Attendance Management > Staff Scheduling, click  in staff scheduling page to make a shift for all staff. Check some staff in the list and then batch scheduling and batch can be performed for the selected staff .

Staff(2): Sophia Sam

2019-02

Select All Inverse Selection

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					01 08:00-12:00 13:30-18:00	02 Rest
03 Rest	04 08:00-12:00 13:30-18:00	05 08:00-12:00 13:30-18:00	06 08:00-12:00 13:30-18:00	07 08:00-12:00 13:30-18:00	08 08:00-12:00 13:30-18:00	09 Rest
10 Rest	11 08:00-12:00 13:30-18:00	12 08:00-12:00 13:30-18:00	13 08:00-12:00 13:30-18:00	14 08:00-12:00 13:30-18:00	15 08:00-12:00 13:30-18:00	16 Rest
17 Rest	18 08:00-12:00 13:30-18:00	19 08:00-12:00 13:30-18:00	20 08:00-12:00 13:30-18:00	21 08:00-12:00 13:30-18:00	22 08:00-12:00 13:30-18:00	23 Rest
24 Rest	25 08:00-12:00 13:30-18:00	26 08:00-12:00 13:30-18:00	27 08:00-12:00 13:30-18:00	28 08:00-12:00 13:30-18:00		

Time Zone

In Time: 13:30

Out Time: 18:00

Count Working Day: 0.5

Option: Must sign in Must sign out

OT Type: Normal

Advanced Option

+Add Rest *Clear

Save

Staff Scheduling

Home - Staff Scheduling

Name/Staff code/Phone Department: All Department 2019-02 Search

Staff Scheduling Department Scheduling Advanced Scheduling

+Batch Scheduling +Batch Clear +All Scheduling Import

Staff Code	Name	01 Friday	02 Saturday	03 Sunday	04 Monday	05 Tuesday	06 Wednesday	07 Thursday	08 Friday	09 Saturday	10 Sunday	11 Monday	12 Tuesday	13 Wednesday	14 Thursday	15 Friday	16 Saturday	17 Sunday
1	Sophia	08:00-12:00 13:30-18:00	Rest	Rest	08:00-12:00 13:30-18:00	08:00-12:00 13:30-18:00	08:00-12:00 13:30-18:00	08:00-12:00 13:30-18:00	08:00-12:00 13:30-18:00	Rest	Rest	08:00-12:00 13:30-18:00	08:00-12:00 13:30-18:00	08:00-12:00 13:30-18:00	08:00-12:00 13:30-18:00	08:00-12:00 13:30-18:00	Rest	Rest
2	Sam	08:00-12:00 13:30-18:00	Rest	Rest	08:00-12:00 13:30-18:00	08:00-12:00 13:30-18:00	08:00-12:00 13:30-18:00	08:00-12:00 13:30-18:00	08:00-12:00 13:30-18:00	Rest	Rest	08:00-12:00 13:30-18:00	08:00-12:00 13:30-18:00	08:00-12:00 13:30-18:00	08:00-12:00 13:30-18:00	08:00-12:00 13:30-18:00	Rest	Rest
3	Jenny																	

4.2 Punch Record

Attendance Management>Punch Record, punch record list includes month view、day view、list view and outwork punch.

- Month View

Attendance Management>Punch Record>Month View,It shows punch records of staff this month ,also it can be exported to excel sheet.

Note: Except administrator,other users only can view it's own records.

Punch Record

Name/Staff code/Phone: Department All Department 2019-01 QSearch Export

Month View Day View List View Outwork Punch

Staff Code	Name	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23
1	Sophia	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	09:05 09:29 09:35 09:36 09:40 09:59 10:01	-	-	-	-
2	Sam	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	09:05 09:12 09:32 09:33 09:34 09:35 09:36 09:37 09:38	-	-	-	-

- Day View

Attendance Management>Punch Record>Day View,It shows punch records of staff this day,also it can be exported to excel sheet.

Punch Record

Name/Staff code/Phone: Department All Department 2019-01-19 2019-01-19 QSearch Export

Month View Day View List View Outwork Punch

Staff Code	Name	Date	Week	Time1	Time2	Time3	Time4	Time5	Time6	Time7	Time8	Time9	Time10
1	Sophia	2019-01-19	Saturday	09:05	09:29	09:35	09:36	09:40	09:59	10:01			
2	Sam	2019-01-19	Saturday	09:05	09:12	09:32	09:33	09:34	09:35	09:36	09:37	09:38	
3	Jenny	2019-01-19	Saturday	09:07	09:12	09:16	09:17	09:18	09:19	09:24	09:33	09:36	09:58

- List View

Attendance Management>Punch Record>List View, Display the punch records of staff in the form of list,also it can be exported to excel sheet.Import /Export excel sheet/select attendance month can be performed in this page.

Punch Record Home > Punch Record

Name/Staff code/Phone Department All Department 2019-01-19 2019-01-19

Month View

Staff Code	Name	Punch Time	Punch Type	Device Name	Operate
1	Sophia	2019-01-19 09:05	Device Punch	attendance	Delete
1	Sophia	2019-01-19 09:05	Device Punch	attendance	Delete
1	Sophia	2019-01-19 09:05	Device Punch	attendance	Delete
1	Sophia	2019-01-19 09:05	Device Punch	attendance	Delete
1	Sophia	2019-01-19 09:29	Device Punch	attendance	Delete
1	Sophia	2019-01-19 09:35	Device Punch	attendance	Delete
1	Sophia	2019-01-19 09:35	Device Punch	attendance	Delete
1	Sophia	2019-01-19 09:36	Device Punch	attendance	Delete
1	Sophia	2019-01-19 09:40	Device Punch	attendance	Delete
1	Sophia	2019-01-19 09:40	Device Punch	attendance	Delete
1	Sophia	2019-01-19 09:40	Device Punch	attendance	Delete
1	Sophia	2019-01-19 09:40	Device Punch	attendance	Delete
1	Sophia	2019-01-19 09:40	Device Punch	attendance	Delete
1	Sophia	2019-01-19 09:40	Device Punch	attendance	Delete
1	Sophia	2019-01-19 09:59	Device Punch	attendance	Delete
1	Sophia	2019-01-19 10:01	Device Punch	attendance	Delete

- Outwork Punch

Attendance Management>Punch Record>Outwork Punch,It shows staff outwork punch records.


签卡记录管理 首页 > 签卡记录管理

姓名、工号、手机 所属部门 所有部门 2018-09-29 2018-10-01

月视图

工号	员工姓名	签卡时间	签卡类型	签到地址	备注
001	张山	2018-09-29 23:29	外勤打卡	中国广东省深圳市宝安区清翠路	
001	张山	2018-09-30 18:48	外勤打卡	中国广东省深圳市宝安区新区大道	

4.3 Manual Punch

Attendance Management>Manual Punch,Add、 Delete and export manual punch records in this page.Click  to add a record,See the diagram for steps as below:

Add
✕

Select Staff


Type

Date

Time

Remark

4.4 Leave Management

Attendance Management > Leave Management, Add, Delete, Edit and export leave records in this page. click  to add a leave record. See the diagram for steps as below:

Leave Management
Home > Leave Management

Leave
Vacation
Business Trip

↻
⌵

Staff Code	Name	Leave Code	Leave Type	Start Time	End Time	Working Hours	Leave Reason	Remark	Approver	Operate
No matching records found										


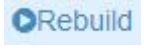

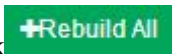
Add Leave Record ✕

Select Staff	<input type="text" value="Please enter No"/>
Leave Type	<input type="text"/>
Leave time	<input type="text" value="Start Time"/> - <input type="text" value="End Time"/>
Leave Hours	<input type="text" value="1"/> Day <input type="text" value="0"/> Hour <input type="text" value="0"/> Minute
Leave Reason	<input type="text"/>
Remark	<input type="text"/>

4.5 Attendance Report

Attendance Management > Attendance Report, Generate、Delete、export report in this page. It includes monthly report and daily report.

- Monthly Report

It shows the monthly attendance statistics of all staff. Click  in the operation column to view daily detail of this month, click  in the operation column to regenerate report for one staff. Also you can check some staff then click  to batch regenerate report or click  to regenerate report for all staff.

考勤月报表 首页 > 考勤月报表

姓名、工号、手机 所属部门 所有部门 2018-10 查询

考勤月报表 考勤日报表

重新生成 全部重新生成 导出Excel

工号	姓名	部门名称	应勤(天)	实勤(天)	实勤(小时)	缺勤(天)	缺勤(小时)	迟到(次)	迟到(分钟)	早退(次)	早退(分钟)	公假(天)	公假(小时)	请假(天)	请假(小时)	休假(天)	休假(小时)	出差(天)	出差(小时)
1	张山	智控云	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2	李四	智控云	2	0	0	2	16	0	0	0	0	0	0	0	0	0	0	0	0
3	王五	智控云	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4	赵六	智控云	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

- Daily Report

Click staff name in monthly report list to turn to daily report page, It shows the staff's daily report for today. view and modify staff shifts, regenerate attendance reports, excel export can be performed in this page.

Daily Report Home > Daily Rep

Name/Staff code/Phone 2019-02-25 2019-02-25 Department All Department Late Leave Early Absent Overtime Leave 搜索

Monthly Report Daily Report

Export

Staff Code	Name	Department Name	Date	Shift Name	On Work 1/Off Work 1	On Work 2/Off Work 2	On Work 3/Off Work 3	Should (Days)	Actual (Days)	Actual (Hrs)	Absence (Days)
1	Sophia	timmy	2019-02-25	08:00-12:00/13:30-18:00	Not Not	Not Not		1	0	0	1
2	Sam	timmy	2019-02-25	08:00-12:00/13:30-18:00	Not Not	Not Not		1	0	0	1
3	Jenny	timmy	2019-02-25	08:00-12:00/13:30-18:00	Not Not	Not Not		1	0	0	1

5 Intercom management

5.1 Indoor Unit Management

Intercom management>indoor unit management>add indoor unit

The screenshot shows a web application interface for 'Indoor Unit Management'. On the left is a dark sidebar menu with the following items: Person Management, Attendance Management, Intercom Management, Indoor Unit Management (highlighted with a red box and a red arrow), Open visual intercom, Intercom Permission, Intercom Capture Record, Intercom Operate Log, Access Management, Elevator Control, System Settings, and Visitor Manage. The main content area has a blue header with a search bar containing 'Building/Room number/Seri' and a 'Search' button. Below the search bar are '+Add' and 'Send' buttons. A table lists indoor units with columns for 'Serial number', 'Building', and 'Room number'. The table contains 9 rows of data, all with 'Timmy' in the 'Building' column. The 'Room number' column contains various identifiers like 'ChingZou', 'guo', 'mobile phone', 'Overseas Ma', 'Product Dept', 'R&D Room', 'Show Room', and '会议室'. At the bottom of the table, it says 'Showing 1 to 9 of 9 rows'.

<input type="checkbox"/>	Serial number	Building	Room number
<input type="checkbox"/>	324	Timmy	ChingZou
<input type="checkbox"/>	359	Timmy	guo
<input type="checkbox"/>	314	Timmy	mobile phone
<input type="checkbox"/>	315	Timmy	Overseas Ma
<input type="checkbox"/>	312	Timmy	Product Dept
<input type="checkbox"/>	353	Timmy	R&D Room
<input type="checkbox"/>	361	Timmy	Show Room
<input type="checkbox"/>	360	Timmy	Show Room
<input type="checkbox"/>	329	Timmy	会议室

You can enter the mobile phone number used to log in to the building intercom mobile APP in the input box of the indoor unit serial number.

Check the indoor unit serial number: Indoor unit APP - Settings - About device

5.2 Open Video Intercom

Intercom Management > Open Video Intercom. Select the device to enable video intercom (if you click the input box and there is no device to choose from, it may be that the device serial number has not been provided to the supplier's technology)

The screenshot shows a web application interface. On the left is a dark sidebar menu with the following items: Person Management, Attendance Management, Intercom Management (expanded), Indoor Unit Management, Open visual intercom (highlighted with a red box), Intercom Permission, Intercom Capture Record, Intercom Operate Log, Access Management, Elevator Control, System Settings, and Visitor Manage. The main content area is titled 'Open visual intercom'. It features a 'Device:' input field, a 'Dial Mode' dropdown menu, and a search bar labeled 'Serial No' with a 'Search' button. Below the search bar is a table with the following data:

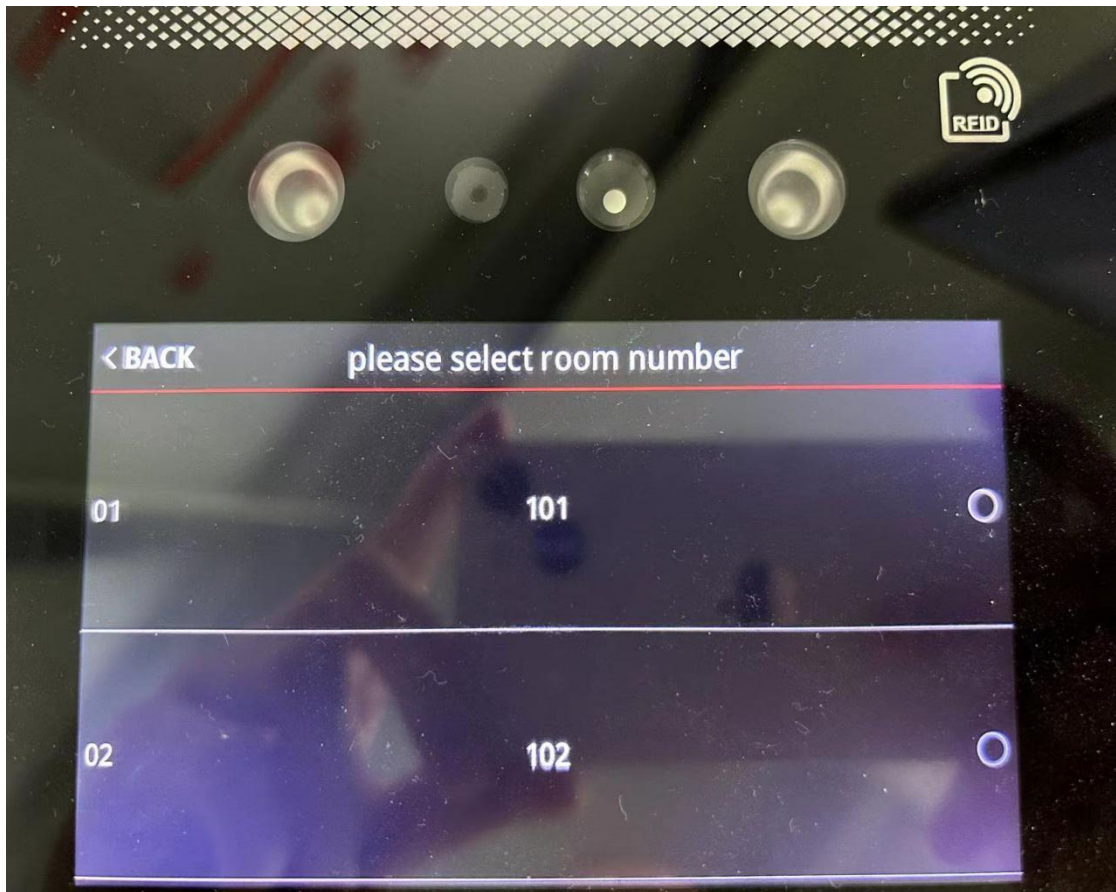
	Serial No	Order Type	Status
1	ZX12345123	Set visual intercom options	Set
2	ZX12345123	Open visual intercom	Open
3	AIQF14003583	Set visual intercom options	Set
4	AIQF14003583	Open visual intercom	Open
5	TEST878787	Set visual intercom options	Set
6	TEST878787	Open visual intercom	Open
7	TEST878788	Set visual intercom options	Set
8	TEST878788	Open visual intercom	Open
9	AI07F123456	Set visual intercom options	Set
10	AI07F123456	Open visual intercom	Open
11	ZXRA05001468	Set visual intercom options	Set
12	ZXRA05001468	Open visual intercom	Open
13	AI07F123456	Open visual intercom	Open

There are three dialing modes: direct dial ,select room number and input room number.

Direct Dial

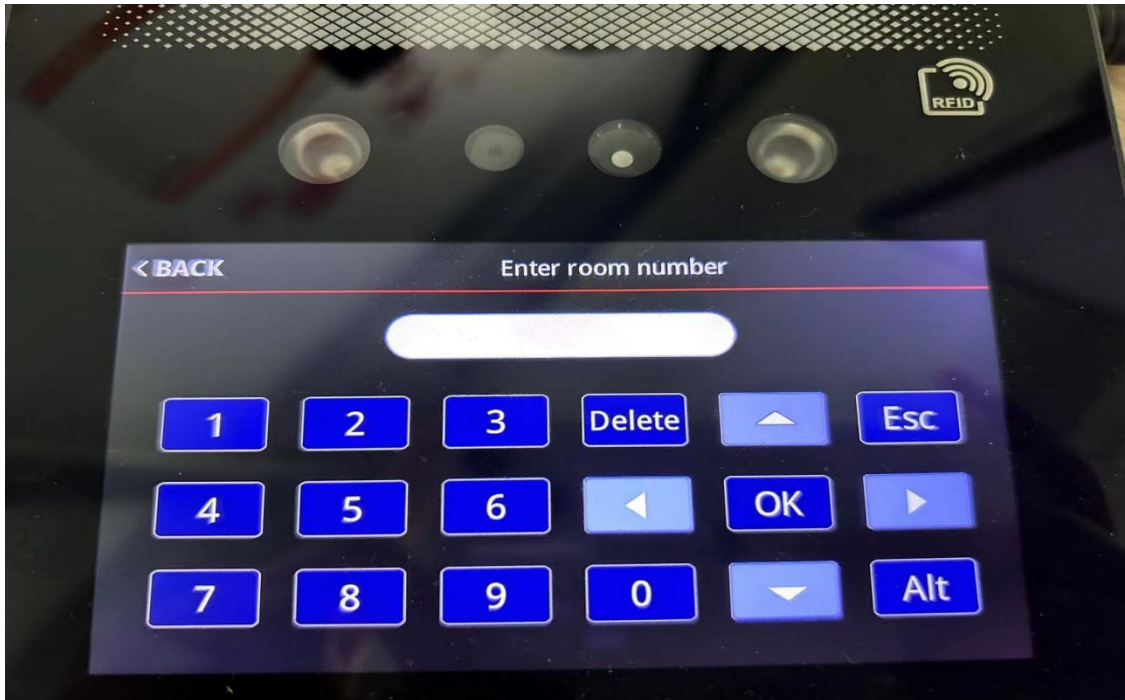
Select ‘Direct Dial’ mode, you need to enter indoor unit serial no in the input box. Then click the “Open VI” button . Then, when you dial on the face machine, you will be dialed directly to the indoor unit you just set.

Select room number: After setting this mode, you only need to manually select the room number you want to call on the dev



You need to log in to the APP with the mobile phone number corresponding to the room number (if it is an indoor unit, you need to connect the indoor unit to the cloud), and then make a call, otherwise the machine will prompt "The called person is not online."

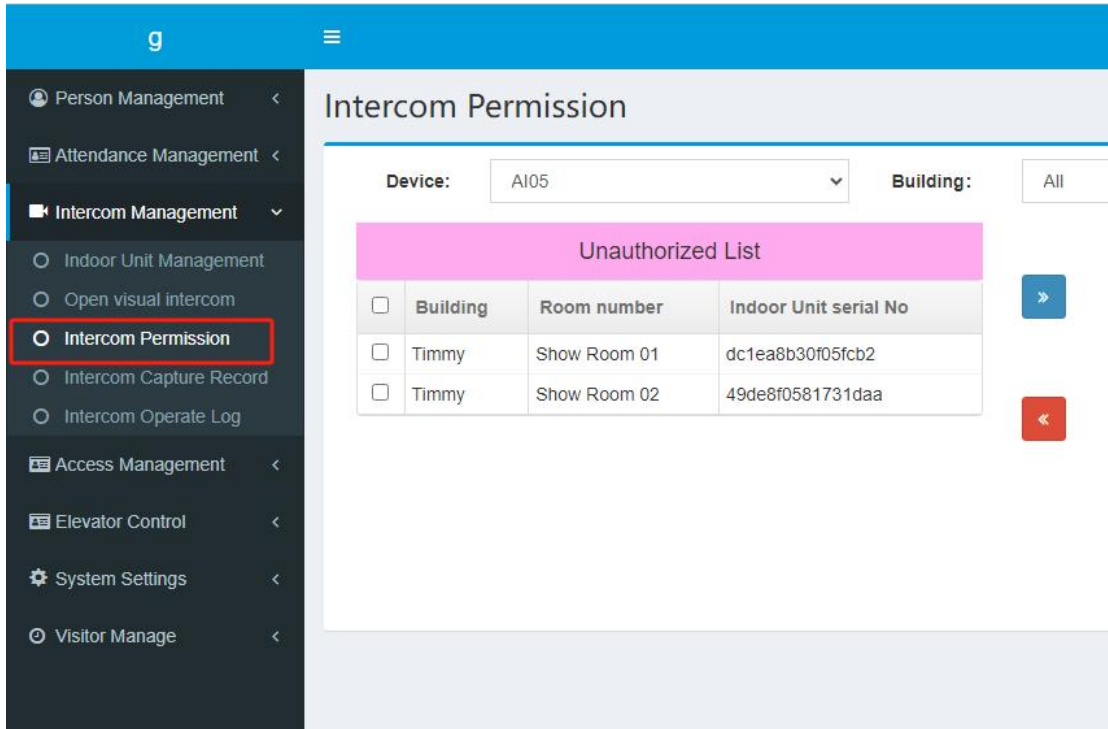
(3) input room number



Enter the room number on the machine and click "OK" to dial the corresponding mobile phone or indoor station.

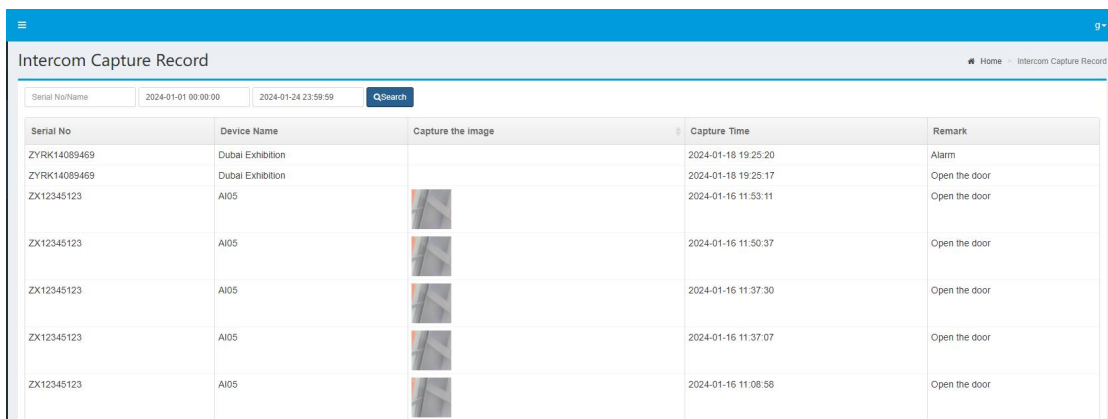
5.3 Intercom Permission

Click Intercom Management and Intercom Permission to authorize. After selecting the device, add the indoor unit to the authorized list on the right.



5.4 Intercom Capture Record

If the photo saving function is turned on on the machine, a photo will be captured when the door is opened or the alarm is called.



5.5 Intercom Operate Log

You can view the intercom and monitoring records of the face machine

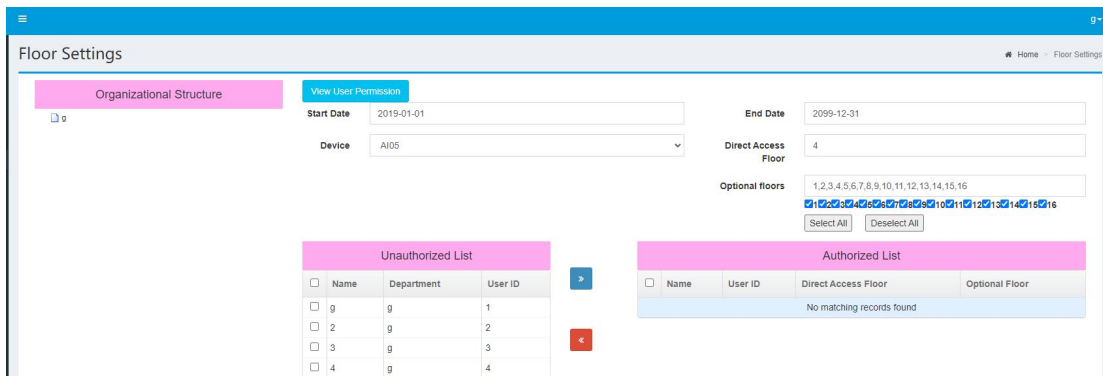
Serial No	Device Name	Indoor Unit Name	Type	Remark	Create Time	
1	ZYRK14089469	Dubai Exhibition	tab108	Intercom	Alarm	2024-01-18 19:25:24
2	ZYRK14089469	Dubai Exhibition	tab108	Intercom	Open the door	2024-01-18 19:25:18
3	ZYRK14089469	Dubai Exhibition	tab108	Intercom	-	2024-01-18 19:25:15
4	ZYRK14089469	Dubai Exhibition	tab108	Intercom	-	2024-01-16 17:49:10
5	ZX12345123	AI05		Intercom	-	2024-01-16 13:40:21
6	ZX12345123	AI05		Monitor	-	2024-01-16 13:39:59
7	ZX12345123	AI05		Intercom	-	2024-01-16 11:54:23
8	ZX12345123	AI05		Intercom	-	2024-01-16 11:53:43
9	ZX12345123	AI05		Intercom	Open the door	2024-01-16 11:53:10

6 Elevator Control

6.1 Floor Settings

Select the device, select the person to be authorized, set the direct floor and optional floor,


and then click  to authorize.



7 System Settings

7.1 Device Management

System Settings>Device Management,enter device list page,you can add/modify device、

view operation logs、 initialize device and delete in this page.click  to add new device.

Add Device ✕

Serial No	<input style="width: 100%;" type="text"/>
Type	<input style="width: 100%;" type="text" value="Attendance Machine"/>
Model	<input style="width: 100%;" type="text"/>
Device Name	<input style="width: 100%;" type="text"/>
Department	<input style="width: 100%; background-color: #cccccc;" type="text"/>
Device IP	<input style="width: 100%;" type="text"/>
Device Admin	<input style="width: 100%;" type="text"/>
	<small>Please confirm whether the admin have enrolled fingerprint or face</small>
Remark	<input style="width: 100%; height: 40px;" type="text"/>

Enter device information then click **【Save】**

Note: ① The Serial No is unique,not allowed to repeat registration; ② After add completed, staff of the department to which device belongs are automatically send to corresponding device.If the machine does not select the department,all staff will be sent to device by default.

7.2 Parameter Settings

- Parameter Settings

System Settings>Parameter Settings,enter parameter setting page to set attendance parameter

then click **【Save】** .

The screenshot shows the 'Parameter Setting' page with the following configuration options:

- Allow :** Allow mins late in
- Allow :** Allow mins early out
- In Time :** start punching in mins, mins later end punching
- Out Time :** start punching in mins, mins later end punching
- Lock :** Scheduling automatically locks days ago
- APP address book permissions :**
- Password :** Ⓜ input this password when you delete or initialize attendance machineⓂ

Buttons:

- **Leave Type**

System Settings>Parameter Settings>Leave Type,add or delete leave type can be performed

in this page.

The screenshot shows the 'Parameter Setting' page with the 'Leave Type' tab selected. It features a table with the following data:

	Name	Operate
1	Sick Leave	<input type="button" value="Delete"/>

- **Vacation**

System Settings>Parameter Settings>Vacation,add or delete vacation can be performed in

this page.

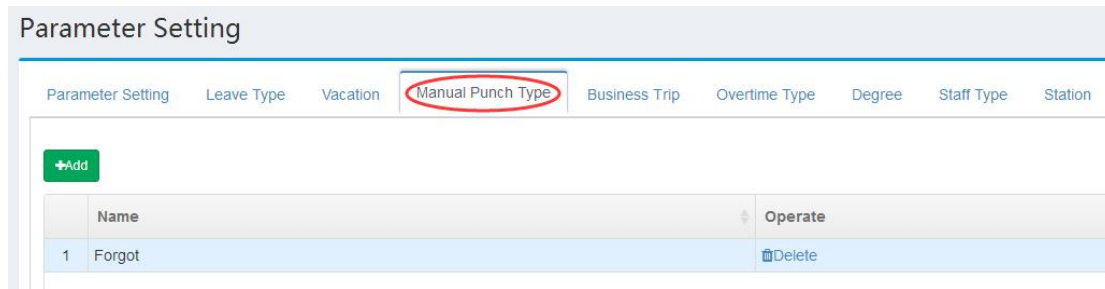
The screenshot shows the 'Parameter Setting' page with the 'Vacation' tab selected. It features a table with the following data:

	Name	Operate
1	Annual Vacation	<input type="button" value="Delete"/>

- Manual Punch Type

System Settings>Parameter Settings>Manual Punch Type,add or delete manual punch type

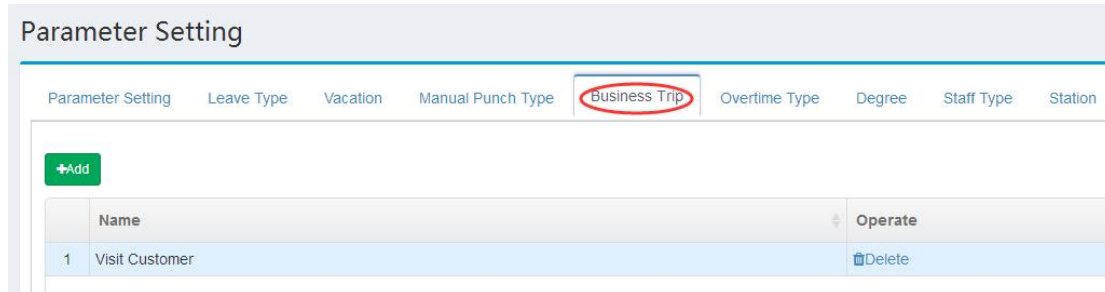
can be performed in this page.



- Business Type

System Settings>Parameter Settings>Business Trip,add or delete business trip can be

performed in this page.



7.3 Company Information




System Settings>Company Information,modify company info then click **【Save】** .

Company Information

Company Name	Timmy
Company Code	
Company Short Name	Timmy
customerInfo.timeZone	Asia/Taipei
Legal	
Create Date	Jan 18, 2019
Phone	
Email Address	309004319@qq.com
Company Address	
Company Website	
Remark	

[Save](#)


7.4 Department













System Settings>Department,click  to add department ,then click  to modify dept info ,click  to delete dept in operate column.In add department page ,select upper department to add it's inferior department.

Note: Duplicate department names are not allowed under the same node.

Department Management

Hor



Dept Name	Dept Code	Dept Phone	Remark	Operate
▼ timmy				
Personnel Dept				 
Human Resource Dept				 
Sales Dept				 
Financial Dept				 
R&D Dept				 
Purchasing Dept				 

Add
✕

Upper Dept	<input type="text" value="timmy"/>
Dept Name	<div style="border: 1px solid #ccc; background-color: #e6f2e6; padding: 5px;"> <input checked="" type="checkbox"/> timmy <ul style="list-style-type: none"> <input type="checkbox"/> Personnel Dept <input type="checkbox"/> Human Resourse Dept <input type="checkbox"/> Sales Dept <input type="checkbox"/> Financial Dept <input type="checkbox"/> R&D Dept <input type="checkbox"/> Purchasing Dept </div>
Dept Code	
Dept Phone	
Create Date	
Remark	<input style="width: 100%; height: 40px;" type="text"/>

7.5 User Account

System Settings>User Account,click +Add to enter user account page,Check the function module to give the user the corresponding operation permission .See the diagram for steps as below.

User Account
✕

Email	<input style="width: 90%;" type="text"/> <input type="button" value="Choose"/>
Password	<input style="width: 100%;" type="text" value="Use the app password if you dont fill it out"/>
Function Module	<input checked="" type="checkbox"/> Staff Management <input checked="" type="checkbox"/> Attendance Managemen <input checked="" type="checkbox"/> System Settings <input checked="" type="checkbox"/> Access Management
Description	<input style="width: 100%; height: 40px;" type="text"/>

7.6 Month Management

System Settings>Month Management,Add attendance month and define start date and end date for this month can be performed in this page.

Month Management					
	Attendance Month	Start Date	End Date	Remark	Operate
1	2019-02	2019-02-01	2019-02-28		Modify Delete
2	2019-01	2019-01-01	2019-01-31		Modify Delete