

AFace

Attendance Machine



Attendance Payroll Configuration Notice

Please configure the payroll adjustment rules carefully. Before use, confirm that they comply with local labor laws, employment contracts, company policies, and applicable regulations.

These rules are intended for attendance tracking and payroll reference purposes only and must comply with applicable local laws and company policies.

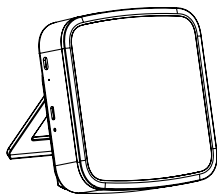
Data Privacy Policy

Face recognition data is processed and stored in accordance with applicable data protection and privacy regulations.

This system is intended for identification purposes only and does not share biometric data with unauthorized third parties.

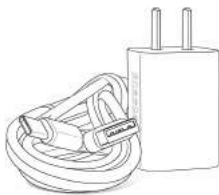
Users are responsible for ensuring compliance with local privacy laws and obtaining necessary consent before using facial recognition features.

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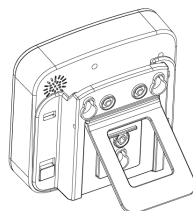
①

AFace Attendance Machine



②

Power Adapter



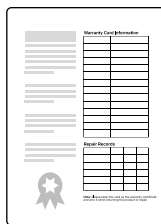
③

Mounting Accessories



④

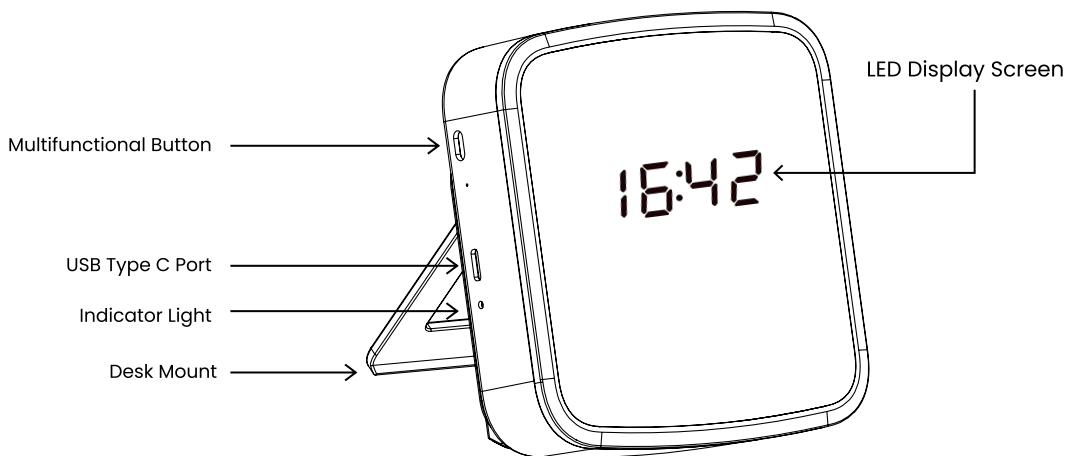
User Manual



⑤

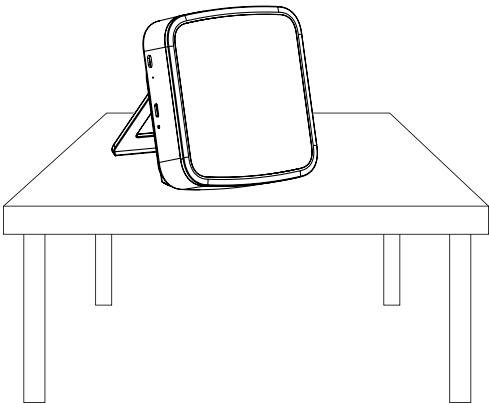
Warranty Card

1.1 Face Attendance Machine Ports And Buttons



Type	AFace Attendance Machine
Model	AFace01N
Input/ Output Power	Input: 100V~240V, Output: 5V~1A
Color	White
Weight	200 Gm
Package(L X W X H)	162mm*148mm*63mm

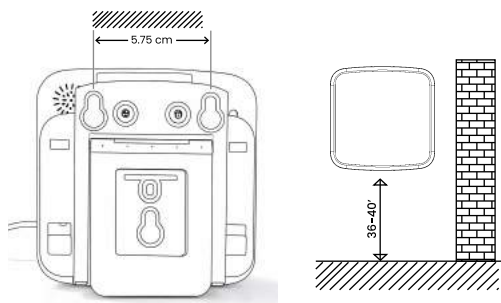
Proper Placement and a good use environment can keep a good condition of the **Face Attendance Machine**. Properly placed as shown in the following picture



Place the machine on a stable table at least 75cm high.

*** Incorrect Placement**

- A place with much dust.
- The place with direct sunlight or near a heat source.
- A wet place that is raining or has water.
- A place that is strongly shaking or being impacted



Look at the Picture

- A. First, determine the installation height (it is recommended to make it 36-40 cm high from the ground and put the first screw into the wall).
- B. Put the second screw into the wall according to the spacing of the hanging holes on the back of the machine.
- C. Align the hanging hole and hang the machine on the screw. The screw head shall keep a 3mm distance from the wall

05 Operation Of The Multifunctional Button

The device is operated entirely using a single multifunctional control button. Each function—power, reset, brightness, and viewing information—is performed by pressing or holding the button for different durations. The display provides clear visual feedback for every operation.

A. Turning the Device ON

- **Action:** Press the button once.
- **Display / Feedback:** The display shows "1000", then switches to show the current Time.
- **Result:** The device powers ON and becomes ready for use.

B. Turning the Device OFF

- **Action:** Press and hold the button for about 3 seconds until the display shows "OFF", then release.
- **Display / Feedback:** "OFF" appears briefly.
- **Result:** The device shuts down safely.

C. Resetting the Device

- **Action:** Press and hold the button for about 13 seconds until the display shows "CLEAR", then release.
- **Display / Feedback:** The display scrolls "CLEAR", then shows "3600" until a short press is made. After the short press, it returns to showing the Time.
- **Result:** Password and email are reset. The device returns to normal time display after the reset process.

D. Adjusting Brightness (Short Press)

- **Action:** When the device is ON and showing the time, briefly press and release the button (less than **1 second**).
- **Display / Feedback:** The screen instantly brightens to **maximum brightness**.
- **Result:** The display remains bright for **5 seconds**, then automatically dims if no Bluetooth (BLE) device is connected.

E. Viewing the MAC Address (Medium Press)

- **Action:** Press and hold the button for about **1 second** (but less than **3 seconds**) and then release.
- **Display / Feedback:** The screen shows **“ADD”**, then begins scrolling the MAC address.
- **Result:** If the button is pressed quickly again (less than 1 second) during scrolling, the display stops and returns to the **Time** screen.

F. Automatic Brightness & BLE Behavior

- **On BLE Connection:** When a phone or BLE device connects, brightness increases to maximum automatically.
- **On BLE Disconnection:** After disconnecting, the display stays bright for 5 seconds and then dims automatically to save power.
- **During Activity:** Whenever the device is actively showing information (e.g., **MAC address, ADD, CLER, CLEAR, 3600**), brightness remains at **maximum**.

Quick Function Summary

Function	How to Use	Display / Feedback	Result
Turn ON	Press once	“1000” → Time	Device powers ON
Turn OFF	Hold ~3 sec until “OFF”, then release	“OFF”	Device powers OFF
RESET	Hold ~13 sec until “CLER”, then release	“CLEAR” scrolls → “3600”	Password & email reset
Increase Brightness	Short press (<1 sec) while showing time	Display brightness	Max brightness; dims after 5 sec if no BLE
View MAC Address	Hold ~1 sec (<3 sec), then release	“ADD” → MAC scrolls	Shows MAC; short press stops scroll and returns to time
Auto Brightness / BLE		Brightens on BLE connect; dims after 5 sec disconnect	Power-saving brightness control

Watch video from this link or scan the QR code

<https://youtu.be/BridVF8i8sk?si=kmsHw3d3IACkeb71>



6.1 Connect The Device With The App & Mobile

Download Our App From App Store & Play Store

iOS



<https://apps.apple.com/us/app/grozziie/id6476171035>

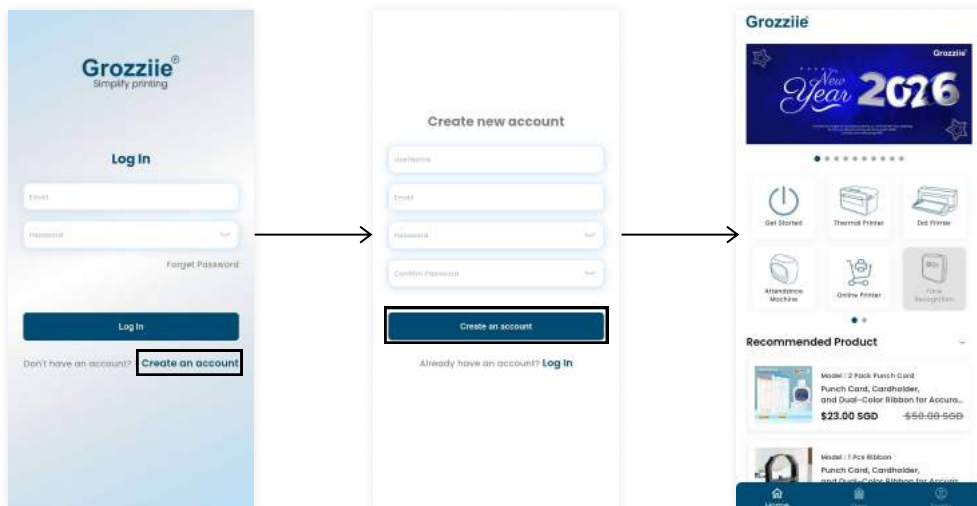
Android



<https://play.google.com/store/apps/details?id=com.grozziie.printer>

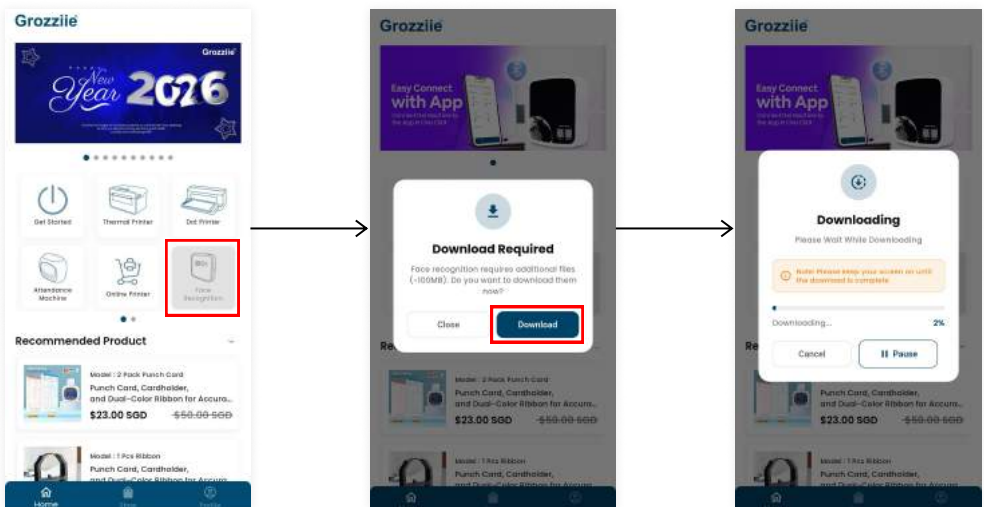
To connect the printer with the app & mobile follow the instructions below.

- A.** Search for "**Grozziie**" on the App Store or Google Play to download the app.
 - B.** Install the app and sign in.
 - C.** If you do not have an account, create one using your email.
- To install the app, follow the identical process on your tablet or Chromebook as you would on your mobile phone.



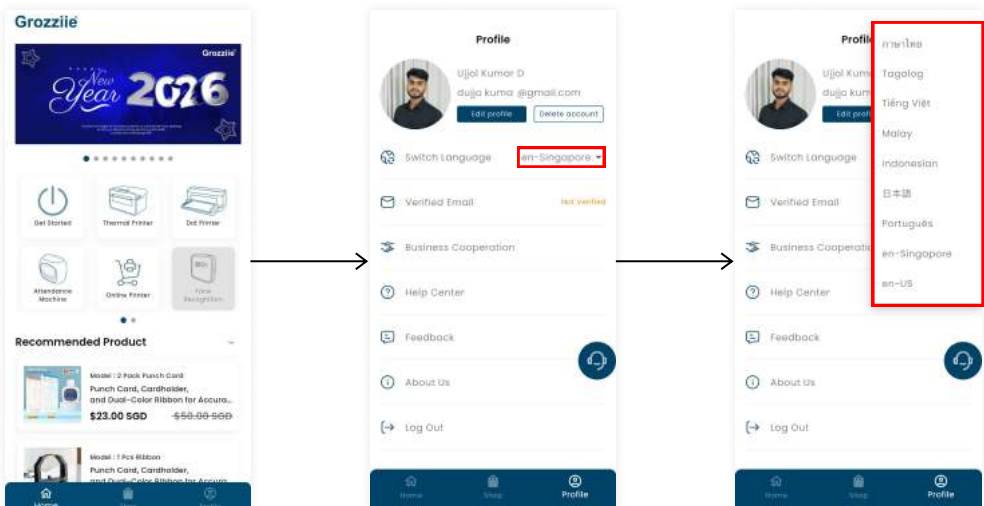
D. Download the Face Recognition Option

After installing the app, the face recognition option will be disabled. To enable it, the face recognition option needs to be downloaded.



1. Click on the disabled option to download the option.
2. Click on the download button
3. Wait for a while until the download is complete.

E. In our Grozziie app you can choose the Language



You can change the app language by going to Profile > Switch Language > select language

6.2 Connection Process For Face Recognition Device

To start using the **Face Recognition Attendance Machine**, you must first pair it with the **Grozzii mobile app**. Follow the steps below to complete the setup:

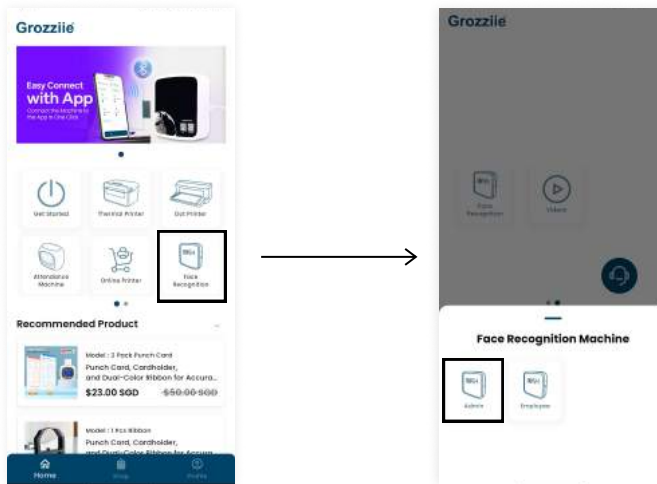
- Ensure that your Face Recognition Attendance Machine is properly connected to power and turned on.
- Make sure your smartphone's **Bluetooth** and **Location Services** are turned on.
- From the **Grozzii mobile app** main menu, tap on **Face Recognition** to begin the pairing process.
- You will see two options — **Admin** and **Employee**

Note: The **Admin** option is used for managing and setting up the **Face Recognition Attendance Machine**.

Company management or authorized personnel can connect as Admin to configure device settings, manage employees, and monitor attendance records.

The Employee option is for giving daily attendance using the Face Recognition device. Employees connect through this option to mark their attendance quickly and securely.

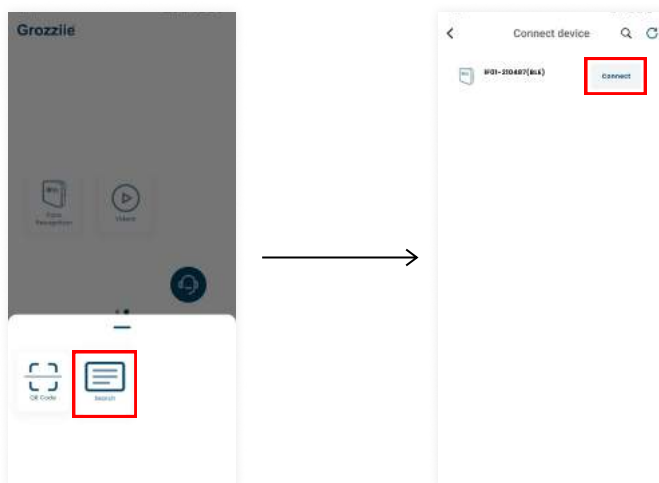
Admin Connection Steps:



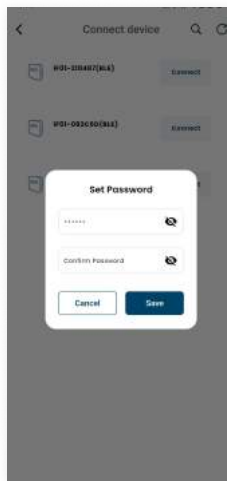
- Tap on **Admin** if you are setting up or managing the device.
- On the next screen, you will see two options — **QR Scan** and **Search**.
- If you select **QR Scan**, use your phone's camera to scan the device's QR code.



- If you select **QR Scan**, use your phone's camera to scan the device's QR code.



- If you select **Search**, the app will display a list of nearby Bluetooth devices.
- Find your device in the list and tap the **Connect** button to pair it.

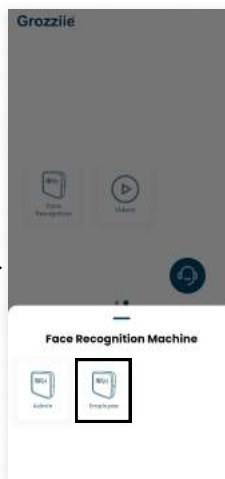
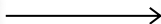
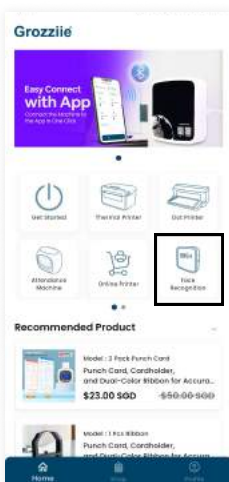


- After connecting by QR code or manual search, **the Password Setup** screen will appear.
- Enter a 6-digit numerical password, re-enter it to confirm, and then tap **Save Password** to complete the setup.

Note: After connecting the admin with the device, the **first step** is to **add employees** to the system. Once an employee is added, the admin must **generate a unique QR Code** for that employee from the Employee **QR Code** menu. This QR Code will be used by the employee to link their mobile app with the Face Recognition Attendance Device for marking attendance.

Employee Connection Steps:

Tap on **Employee** if you are using the app to mark your attendance. After entering as an employee, the app will open the **QR Scan** screen — grant **camera permission** if prompted, and scan the **QR code** provided by your admin to complete the setup



To learn how to generate a QR Code, please refer to

Section 9.4 – Employee QR Code Management

Once your role is selected, the app will connect to the device.
After successful pairing, the system will automatically sync data, allowing admins to manage settings and employees to start marking attendance.

This connection ensures that all attendance records are updated in real time and stored securely within the system.

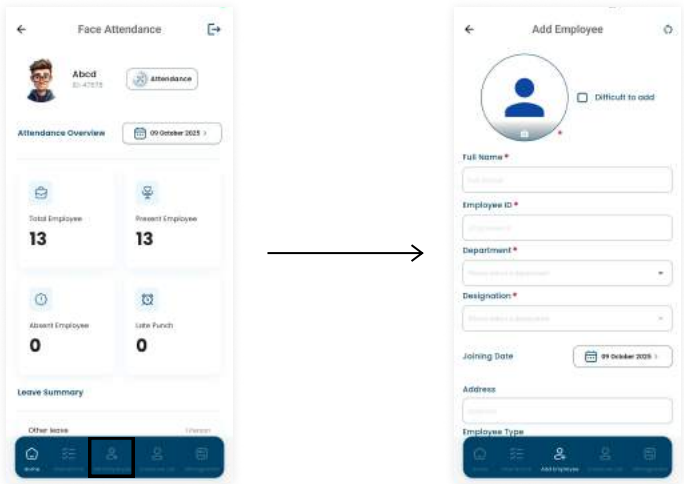
Watch video from this link or scan the QR code

https://youtu.be/uXiZ2vRodHQ?si=MnibIVFBnzbip0_



07 Add Employee

The **Add Employee** menu allows you to register new employees into the system by filling out detailed personal and professional information. Each field ensures proper employee identification, access control, and device assignment.



Follow the steps and options below to
successfully add a new employee:



7.1 Image

Tap on the circular image area to open the camera. You can capture the employee's photo directly from your device for identification purposes. A clear, front-facing image is recommended for better recognition and attendance accuracy.



7.2 Full Name

Enter the employee's full legal name as it appears on official documents. This name will appear on reports, attendance logs, and payroll records.



7.3 Employee ID

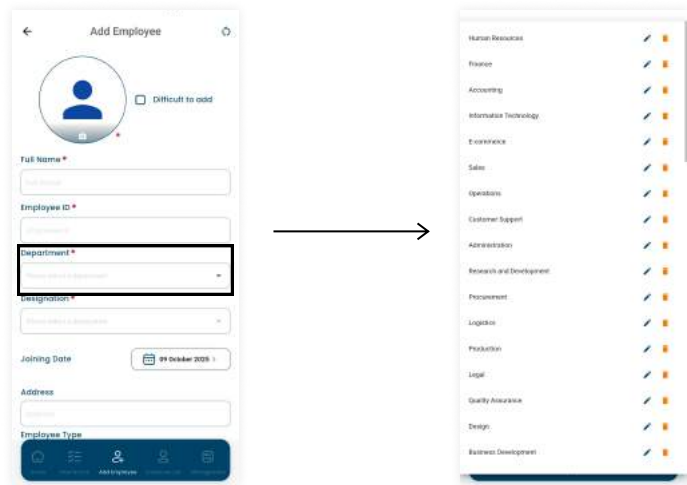
This field is mandatory. Assign a unique Employee ID for each staff member. The ID helps the system differentiate between employees and link them with their attendance, payroll, and activity records.



The screenshot shows the 'Add Employee' form with the following fields: Full Name, Employee ID (highlighted with a red box), Department, Designation, Joining Date, Address, and Employee Type. The Employee ID field is marked as mandatory with a red asterisk.

7.4 Department

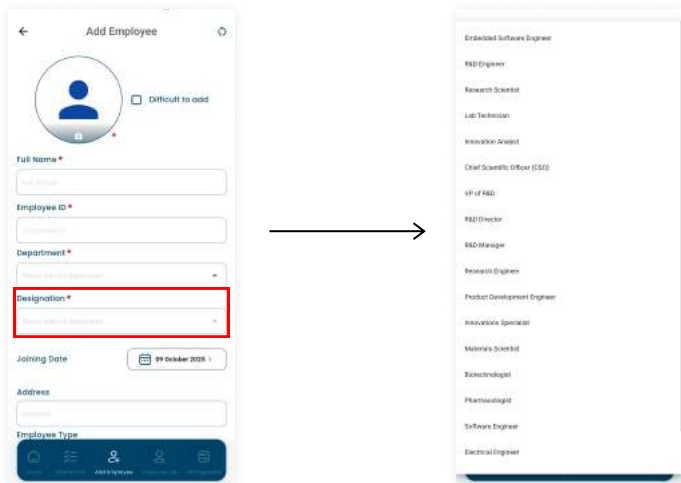
From the dropdown list, select the department to which the employee belongs (e.g., Sales, HR, Engineering, or Finance). Departments are used for reporting, access grouping, and departmental payroll summaries.



The screenshot shows the 'Add Employee' form with the Department dropdown menu open. The dropdown list contains the following departments: Human Resource, Finance, Accounting, Information Technology, Engineering, Sales, Operations, Customer Support, Administration, Research and Development, Procurement, Logistics, Production, Legal, Quality Assurance, Design, and Business Development. Each department has a pencil icon for editing and a delete icon for removal.

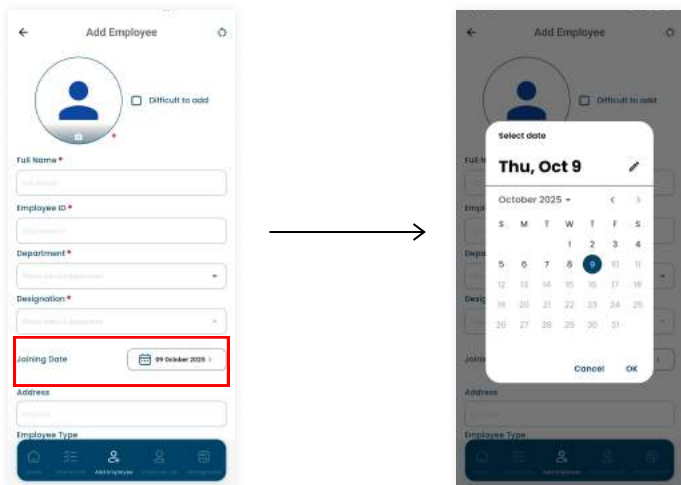
7.5 Designation

Choose the employee's job title or designation from the dropdown menu (e.g., Manager, Technician, Supervisor). This information helps structure employee hierarchy and defines role-based privileges in the system.



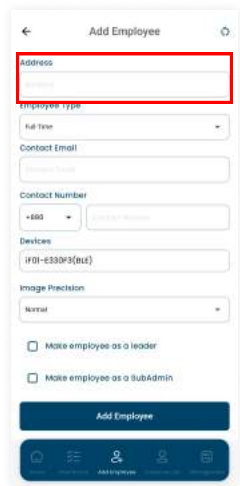
7.6 Joining Date

Tap the calendar icon to open a date picker popup and select the employee's official joining date. This date will be used to calculate tenure, leave eligibility, and performance milestones.



7.7 Address

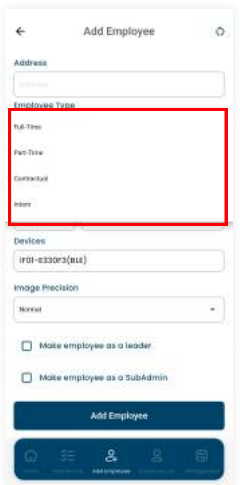
Input the employee's current residential address. This information is useful for HR documentation, official correspondence, or identity verification.



The screenshot shows a mobile application interface for adding a new employee. The title bar at the top says "Add Employee" with a back arrow on the left and a settings gear on the right. Below the title bar, there is a section for "Address" with a text input field, which is highlighted by a red rectangular box. Below the address field is the "Employee Type" section, which includes a dropdown menu currently set to "Full Time". Other fields include "Contact Email" (with a "Generate Email" button), "Contact Number" (with a "+663" dropdown and a "Generate Number" button), "Devices" (with a text input "IFI1-e330r3(8u2)"), "Image Precision" (with a dropdown set to "Normal"), and two checkboxes: "Make employee as a leader" and "Make employee as a SubAdmin". At the bottom of the form is a blue "Add Employee" button. The bottom navigation bar contains icons for Home, Settings, Add Employee (active), Profile, and Logout.

7.8 Employee Type

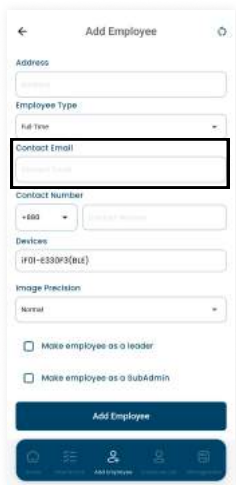
Select the employee type from the dropdown list. Common options may include **Full-time**, **Contractual**, **Intern**, or **Part-Time**. This classification determines the employee's work policies, pay structure, and benefits eligibility.



This screenshot shows the same "Add Employee" form as the previous one, but with the "Employee Type" dropdown menu highlighted by a red rectangular box. The dropdown menu is open, showing four options: "Full Time", "Part Time", "Contractual", and "Intern". The other fields and the bottom navigation bar remain the same as in the previous screenshot.

7.9 Contact Email

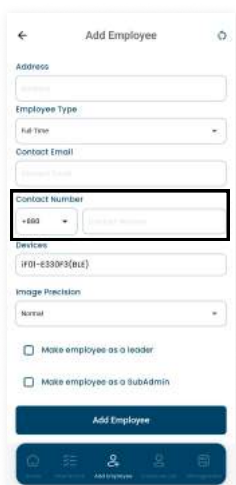
Enter a valid email address for the employee. This may be used for system notifications, schedule updates, or official company communications.



The screenshot shows the 'Add Employee' form. The 'Contact Email' field is highlighted with a red rectangle. The form includes fields for Address, Employee Type (set to 'Full Time'), Contact Email, Contact Number (with a '+1800' dropdown), Devices (set to '(F01-E330*3(RUZ))'), and Image Precision (set to 'Normal'). There are checkboxes for 'Make employee as a leader' and 'Make employee as a SubAdmin', and an 'Add Employee' button at the bottom.

7.10 Contact Number

Input the employee's phone number. It is recommended to use the primary contact number to ensure easy communication regarding attendance or HR matters.



The screenshot shows the 'Add Employee' form. The 'Contact Number' field is highlighted with a red rectangle. The form includes fields for Address, Employee Type (set to 'Full Time'), Contact Email, Contact Number (with a '+1800' dropdown), Devices (set to '(F01-E330*3(RUZ))'), and Image Precision (set to 'Normal'). There are checkboxes for 'Make employee as a leader' and 'Make employee as a SubAdmin', and an 'Add Employee' button at the bottom.

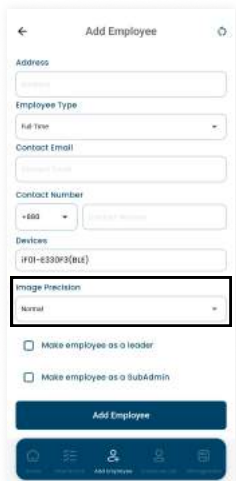
7.11 Device

From the dropdown list, select which **Face attendance device** this employee will use for attendance recording. The selected device will store and sync the employee’s credentials for identification and timetracking purposes.



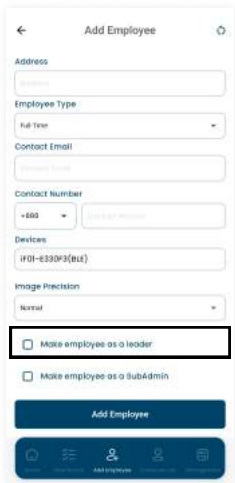
7.12 Image Precision

- Choose between Normal or Precise image precision:
- Normal: Suitable for standard recognition accuracy and faster performance.
- Precise: Recommended for environments with high attendance density or where more accurate facial matching is required.



7.13 Make Employee As A Leader

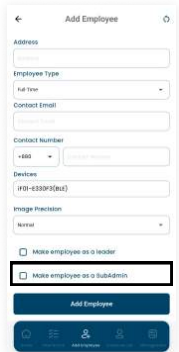
Check this box to designate the employee as a **Team Leader**. Leaders may have additional privileges, such as approving attendance requests or monitoring subordinates' performance.



The screenshot shows the 'Add Employee' form with the following fields: Address, Employee Type (set to Full Time), Contact Email, Contact Number (with a dropdown for '+880'), Devices (set to IF01-6330P3(BLU)), and Image Precision (set to Normal). Below these fields are two checkboxes: 'Make employee as a leader' (which is highlighted with a black box) and 'Make employee as a SubAdmin'. At the bottom is a blue 'Add Employee' button and a navigation bar with icons for Home, Reports, Add Employee, My Profile, and Settings.

7.14 Make Employee As A Sub Admin

Select this checkbox to give the employee **Sub Admin** access. A Sub Admin can manage certain administrative tasks, such as adding or editing other users, viewing reports, or configuring specific settings (based on permissions).



This screenshot is identical to the one in 7.13, but the 'Make employee as a SubAdmin' checkbox is highlighted with a black box instead of the 'Make employee as a leader' checkbox.

After all information is entered and verified, tap the Add Employee button. The system will save the record and register the employee.

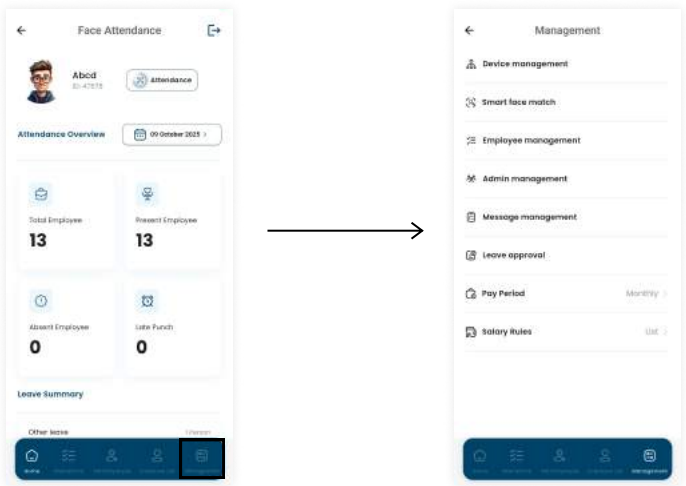
Once added, the employee's profile will be visible in the employee list, and they can immediately start using the assigned device for attendance or task tracking.

Watch video from this link or scan the QR code

<https://youtu.be/GD7qrcCZeew?si=eUZRbW8foYG7BUC5>



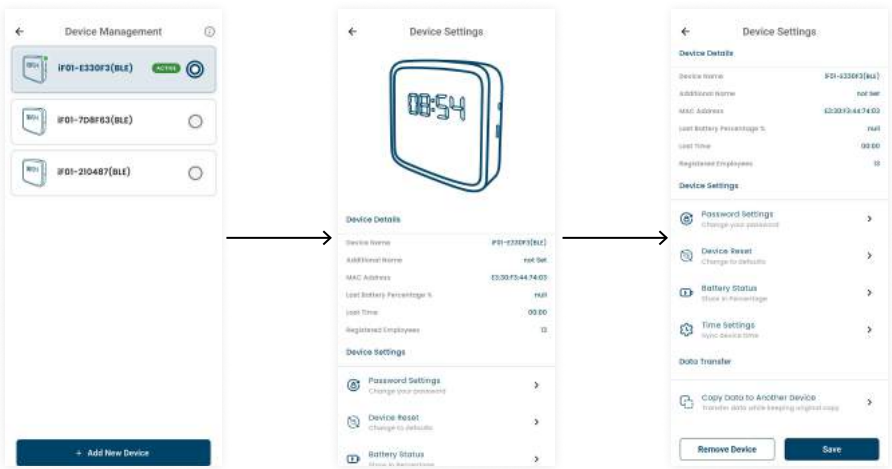
The Management menu provides access to all administrative features of the Face Attendance Machine. From this section, you can manage devices, employees, administrators, messages, leave approvals, pay periods, and salary rules



8.1 Device Management

In the **Device Management** menu, you can view all connected **Face Attendance Machines**. An **Admin** can link multiple devices by tapping the **Add Device** button and entering the device's **6-digit password**.

However, only **one device** can be actively managed at a time – to activate a specific device, tap the **radio button** on the right side of the device in the list. Once activated, you can view employee status and manage that particular device.



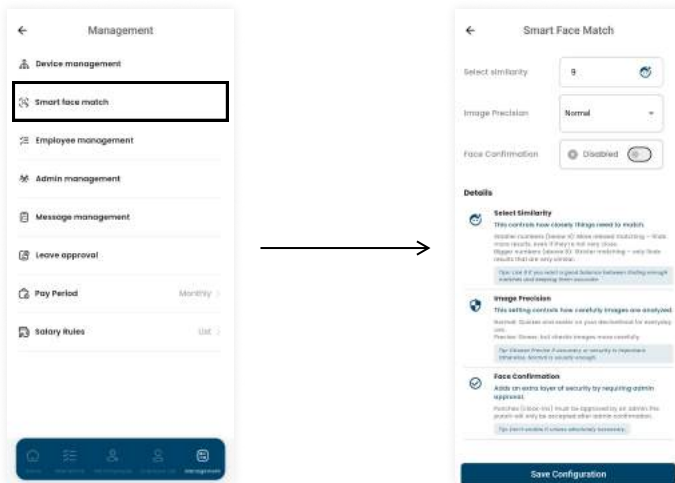
Watch video from this link or scan the QR code

<https://youtu.be/uXiZ2vRodHQ?si=MnibIVFBnzpbip0>



8.2 Smart Face Match.

The Smart Face Match menu allows you to fine-tune how the facial recognition system operates, balancing speed, accuracy, and security according to your organization's needs. It includes three primary settings: Select Similarity, Image Precision, and Face Confirmation.



1. Select Similarity

This setting determines how closely the system compares an employee's live image to their stored facial data. Adjusting this value changes the recognition sensitivity.

Smaller Values (Below 9):

More relaxed matching. The system accepts a wider range of facial variations, making it easier to recognize users but slightly less precise. Recommended when lighting conditions or camera quality vary.

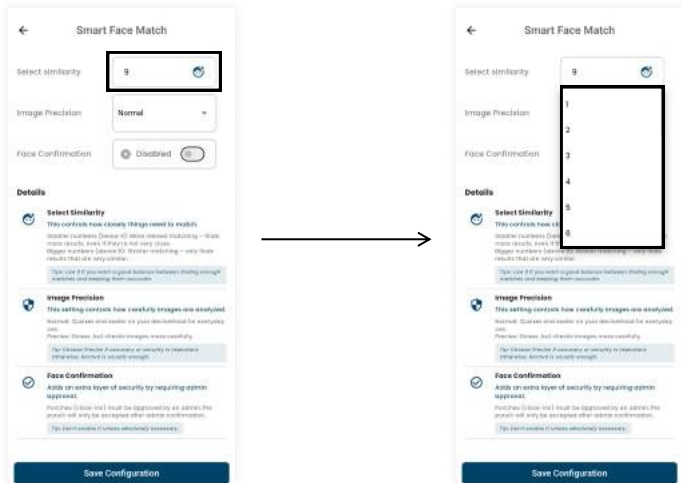
Larger Values (Above 9):

Stricter matching. The system only accepts faces that closely match the stored data, improving accuracy but potentially rejecting some valid attempts. Ideal for high-security environments or when precise recognition is required.

Tip: A value of 9 offers a good balance between accuracy and flexibility for most smartphones, while 12 works better for tablet devices.

2. Image Precision

This option defines how deeply the system analyzes facial images during recognition.



Normal:

Performs faster facial recognition with moderate accuracy. Best for general office environments where speed is a priority.

Precise:

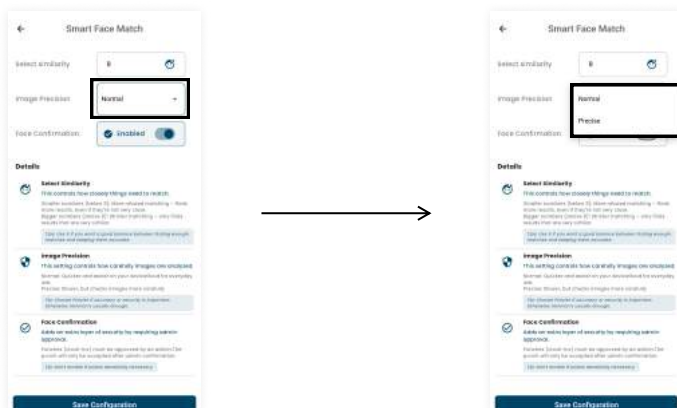
Analyzes images more thoroughly to improve recognition accuracy. Recommended for high-security or controlled-access areas where accuracy is more important than speed.

Tip:

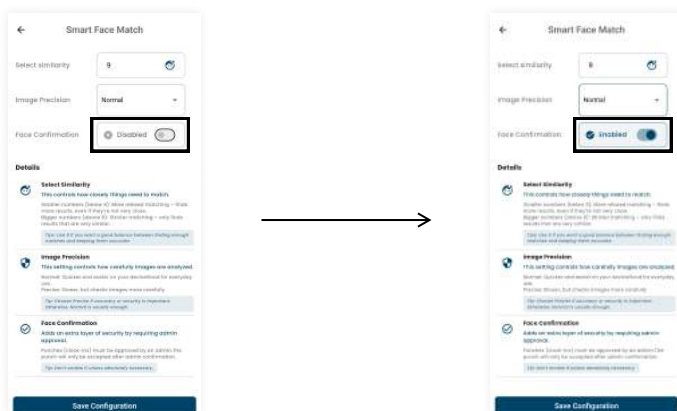
Use Precise when working with large teams, varied lighting, or when false recognition must be minimized. For everyday use, Normal mode is usually sufficient.

3. Face Confirmation

This feature adds an extra layer of verification by requiring admin approval before a punch (clock-in) is finalized.



- When Face Confirmation is enabled, every attendance record or clock-in may require verification depending on settings by an administrator before it is officially logged.
- This ensures that only valid, verified punches are accepted — preventing unauthorized access or inaccurate attendance records.



Tip:

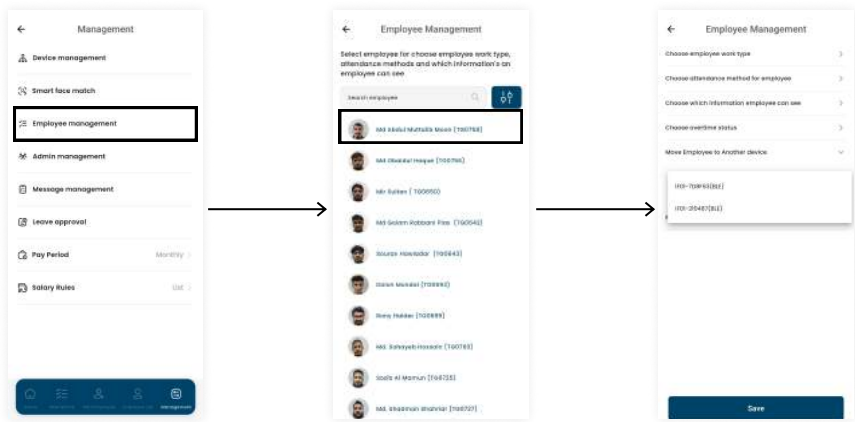
Enable this option only if your organization needs enhanced verification over attendance logs or if multiple people share devices in the same area. For regular use, it's better to keep this option disabled to speed up clock-ins.

These settings work together to create a balance between usability, speed, and security. Adjust them based on your workplace environment, device type, and attendance management requirements to achieve optimal performance.

After making changes, tap **Save Configuration** to apply your settings.

8.3 Employee Management

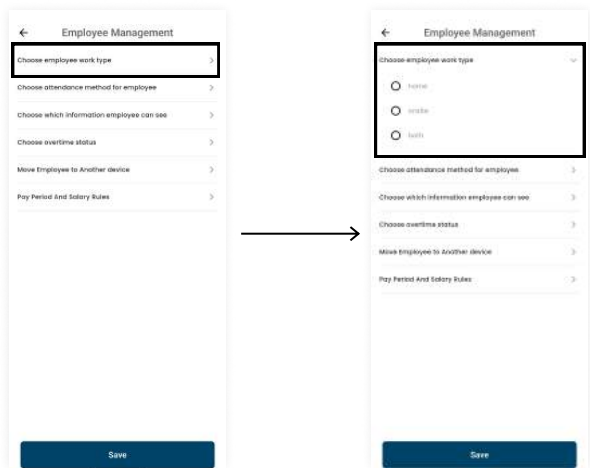
The **Employee Management** section of the app allows you to configure settings for individual employees. To access these settings, tap on an employee's name from the list. You'll then see six options you can customize:



1. Choose Employee Work Type

Here, you can specify where an employee works. You have three choices:

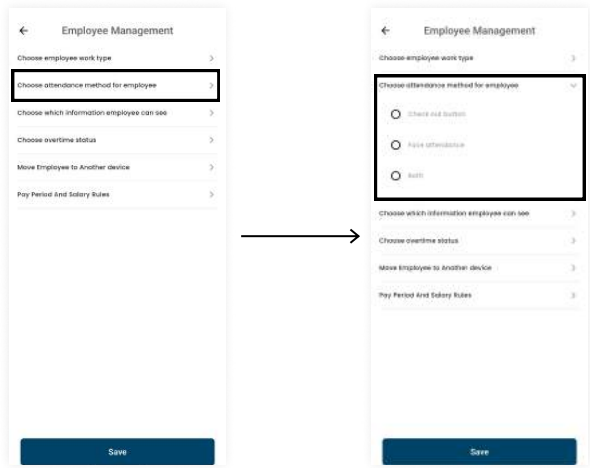
- **Home:** For employees who work remotely.
- **Onsite:** For employees who work at a physical location.
- **Both:** For employees with a hybrid work schedule



2. Choose Attendance Method for Employee

This option lets you determine how an employee clocks in and out. The choices are:

- Check out button: The employee uses a button in the app to record their attendance.
- Face attendance: The employee uses the facial recognition feature to record attendance.
- Both: The employee can use either method.

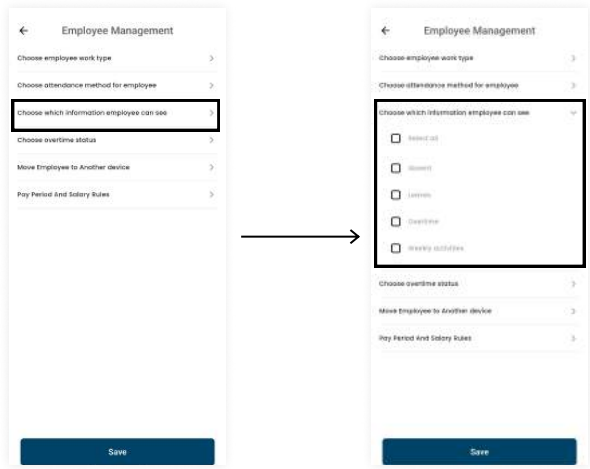


3. Choose Which Information Employee Can See

You can select which attendance details are visible to the employee in their app.

Options include:

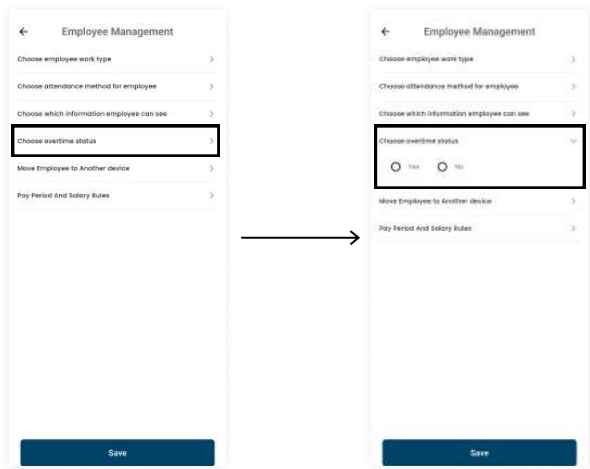
- Absent
- Leaves
- Overtime
- Weekly activities



You can also choose Select all to make all information visible.

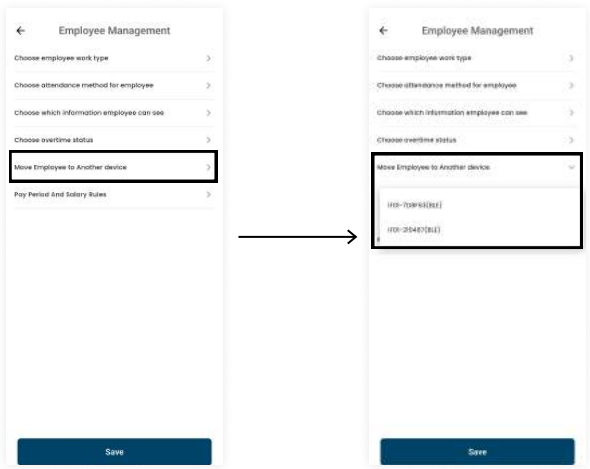
4. Choose Overtime Status

This setting determines if the employee is eligible for overtime. Simply select **Yes** or **No**



5. Move Employee to Another Device

To transfer an employee to a different device, tap on this option. A dropdown list will appear, showing all the devices you've added. Select the device you want to move the employee to.



Once you've made your changes, be sure to tap the Save button at the bottom of the screen.

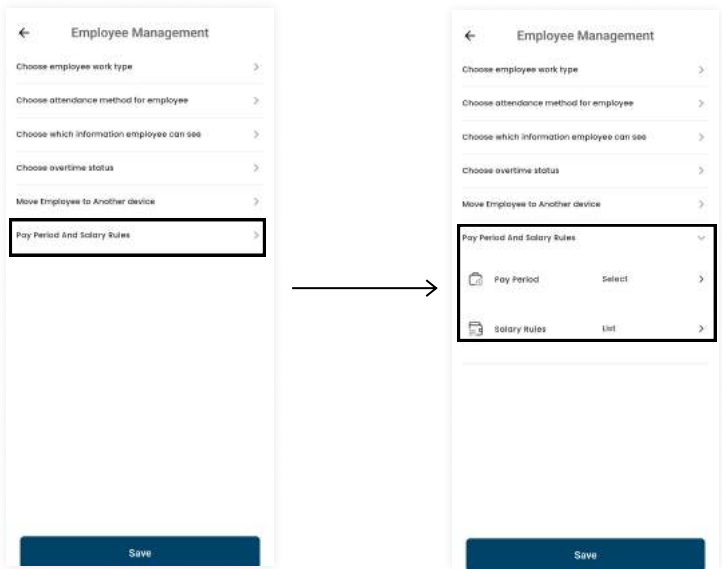


6. Pay Period and Salary Rules

If you need to set different pay periods or salary rules for an employee, you can configure them here:

- The **Pay Period** menu lets you define how and when employees are paid. Selecting the correct pay period ensures accurate payroll calculations and compliance with company policies.
- The **Salary Rules** menu allows you to configure detailed payroll & attendance.

After making changes, tap Save to apply your settings.



Watch video from this link or scan the QR code

<https://youtu.be/GUTpdqAZE08?si=BZEa2Sfp85IaJhhv>

