

ET-F7 Cloud Attendance Quick Start

Product: ET-F7 (F7C) Cloud Attendance Terminal

Manufacturer: Shenzhen EPORDO Co., Ltd / E-Focus Industrial Co., Ltd

Setup at a glance (13 steps)

1. Power on the device
2. Connect network (WiFi or Ethernet)
3. Find Cloud SN on the device back
4. Register & log in to the cloud
5. Confirm device is Online
6. Set Region Name & Time Zone
7. Create departments
8. Assign departments to the device
9. Add employees in software
10. Confirm names synced to device
11. Enroll face / fingerprint on device
12. Test punch → check Attendance Records
13. (Optional) Use employee self-service portal

Before you start

What you need

Item	Notes
ET-F7 cloud terminal	Powered on and able to go online
Network	Office WiFi or Ethernet cable
Cloud SN	Sticker on the back of the machine
Computer / tablet / phone	Browser only — no software install

Important rule

Do this in the cloud software	Do this on the device
Create departments Add employee name, Enroll ID, department, mobile Assign departments to the device	Enroll face / fingerprint Punch in / out (verify)

Important: Enter employee information in the **cloud software first**. On the device, only register face or fingerprint after the employee already exists in the software.

Login links

Who	URL
Admin / Boss / HR	https://24hoursonlinesys.com/#/login
Employee self-service	https://24hoursonlinesys.com/#/employee

More manuals: <https://epordo.com/resources/>

Part A — Connect the device (about 5 minutes)

Step 1 — Power on

1. Mount or place the terminal (see Installation Guide if needed).
2. Connect the power adapter.
3. The device powers on automatically.

Step 2 — Connect to network

Connect the device to the internet using either:

- Network cable (Ethernet), or
- Office WiFi (if your unit supports WiFi)

Wait until the device has network access.

Step 3 — Find Cloud SN

Turn the machine around and locate the **Cloud SN** sticker on the back. You will use this SN to register your cloud account.

Part B — Create your cloud account

Step 4 — Register and log in

1. Open: <https://24hoursonlinesys.com/#/login>
2. Register a new account using the **Cloud SN** from the device.
3. Log in with your account.

Step 5 — Confirm the device is online

1. Go to **Device Management**.
2. Check that your device shows **Online**.
3. If you do not see it, click **Add** and add the device using the Cloud SN.

Do not continue until the device status is **Online**.

Part C — Basic software settings

Step 6 — Set region and time zone

Go to: **System Setting** → **Attendance Setting** → **Region Setting**

Field	Requirement
Name	Required — must not be empty
Time Zone	Set to your local time zone

Save the settings.

Step 7 — Create departments

Go to: **System Setting** → **Organizational Structure**

Create the departments used by your company (example: Sales, Factory, HR, Branch-A).

Step 8 — Assign departments to the device

Go to: **Device Management**

Assign one or more departments to this device.

Meaning	Example
Device departments decide who can use this machine	Device set to Sales + HR → only those staff sync to it
One device can serve multiple departments	Shared lobby terminal
One company can share one machine	Small office — all departments on one device

The employee’s department must match (or be included in) the device’s department list. Only then will the employee name and Enroll ID sync to the machine automatically.

Part D — Add employees (in software only)

Step 9 — Enter staff information

Go to: **Personnel Manage** → **Employee Archives**

For each employee, enter:

Field	Required
Name	Yes
Enroll ID	Yes
Department	Yes (must match device)
Mobile	Recommended

Do **not** create employees on the hardware first.

Step 10 — Wait for auto sync

After saving:

- Enroll ID and name are sent to the device automatically (when department settings match).
- On the device, open: **Menu** → **User** → **Browse** (F7C / ET-F7 example).
- Confirm the employee name or Enroll ID appears on the machine.

Part E — Enroll face / fingerprint (on the device)

Step 11 — Register biometrics

1. Press **Menu**.
2. Go to **User** → **Browse**.
3. Find the employee by **name** or **Enroll ID**.
4. Register **Face** and/or **Fingerprint**.

Tips

- **Face:** avoid strong light; keep eyes in the green frame; use indoors when possible.
- **Fingerprint:** press flat, cover the sensor area, enroll a backup finger after testing.

Hardware task is only this: register face / fingerprint. All employee data must already be in the cloud software.

Part F — Start using attendance

Step 12 — Punch in / out

Employees verify face or fingerprint on the device.

Records sync automatically to: **Personnel Attendance** → **Attendance Records**

Step 13 — Employee self-service (optional)

Employees open: <https://24hoursonlinesys.com/#/employee>

They can:

- View their own attendance
- Submit leave / overtime / supplement requests
- Wait for manager online approval

No paper forms required.

Quick checklist

- ☐ Device powered on
- ☐ Network connected (WiFi or cable)
- ☐ Cloud SN recorded from device back
- ☐ Admin account registered and logged in
- ☐ Device shows **Online** in Device Management
- ☐ Region Name + Time Zone set
- ☐ Departments created
- ☐ Departments assigned to device
- ☐ Employees added in software (name / Enroll ID / department / mobile)
- ☐ Names appear on device (Menu → User → Browse)
- ☐ Face / fingerprint enrolled on device
- ☐ Test punch appears in Attendance Records

System overview (optional)

What this system does

- Web-based cloud attendance — no local software install
- Manage devices worldwide from PC, tablet, or phone
- Real-time transfer of attendance records from device to software
- One account manages multiple machines (online / offline status visible)
- 7×24 online monitoring and graded management
- Weekly reports, employee location tracking, in-app chat, 3D features

Who uses it

Role	What they do
Boss / Admin / HR	Manage devices, employees, approvals, reports
Employee	Punch on device; view records and submit requests online

Suitable for offices, factories, and multi-branch / multinational organizations.

Why cloud attendance

- No software installation issues on any OS
- No need for a dedicated server or fixed IP for basic use
- Lower IT and maintenance cost
- Paperless leave / overtime / supplement workflow

Support

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Website: www.epordo.com | WhatsApp: 0086 18665332487

Manuals: <https://epordo.com/resources/>

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