USER GUIDE

Hazeri

Face-recognition attendance, fully offline

Hazeri turns an old phone or tablet at the door into an attendance device. Each person looks at the camera, does a short liveness challenge, and their check-in or check-out is recorded with the time. Face recognition runs on the device itself, no photo is stored and the app has no internet permission.

On-device recognition
no server, no internet

Three-layer liveness
stops photos and videos

Jalali reports and Excel
daily and monthly

App version 1.0 · Guide date October 2026 · Android 6.0 or later

SoloCodeLab

solocodelab.com/en/products/hazeri/

Questions this guide answers

1. How do I install and set up Hazeri?
2. How can I try it myself before setting it up?
3. How do I lock the admin area?
4. How do I enrol my staff?
5. How are check-ins and check-outs recorded each day?
6. Where are the daily and monthly reports?
7. How do I set shifts and recognition accuracy?
8. How do I back up or move to another device?
9. What if something goes wrong?
10. Where is the face data kept?
11. Where do I get support?

> The app's screens are in Persian. Button names are shown in Persian as they appear in the app, with the English meaning in brackets.

Before you start: You need an Android 6.0 or later phone or tablet with a front camera. Put it in a fixed spot at the door, facing soft light rather than a window, and keep it on a charger. Before enrolling faces, tell your staff and get their consent.

1 Install and three steps

How do I install and set up Hazeri?

1. Download the demo from the Hazeri page at solocodelab.com/en/products/hazeri/ (about 16 MB).
2. If Android asks about installing from unknown sources, allow it. The app is signed with a release key, but because it is not from a store, Android may still show a warning.
3. Open the app. You see «سه قدم تا شروع» (Three steps to start): create a PIN, enrol the first person, and a quick try.
4. Allow the camera when you enrol the first face.

> **Tip:** The face-recognition engine takes a little while to prepare the first time; after that it is quicker.

2 Quick try

How can I try it myself before setting it up?

1. Tap «امتحان سریع» (Quick try) on the start screen, or «خودت امتحان کن» (Try it yourself) under «مدیریت» → «درباره و دمو» (Admin → About and demo).
2. Type your name if you like and tap «شروع» (Start).
3. Your face is enrolled in about 10 seconds; then look at the camera and your check-in is recorded.



The Hazeri intro screen with the try-it-yourself button

Tip: Closing the try-it screen erases everything from it; nothing stays in the reports.

3 Admin PIN

How do I lock the admin area?

- Create a 4 to 8 digit PIN and enter it once more. It stops colleagues from reaching staff enrolment, reports and settings.
- Five wrong PINs lock entry for 30 seconds.
- In «تنظیمات» → «امنیت» (Settings → Security) you can turn on fingerprint unlock. The fingerprint only opens the admin area, not staff attendance, and the PIN always works instead.

- Change the PIN under «تغییر PIN مدیر» (Change admin PIN) in settings.

Important: The app has no way to recover a forgotten PIN, and the backup file opens with the same PIN. Write it down somewhere safe.

4 Enrol staff

How do I enrol my staff?

1. Tap «مدیریت» → «پرسنل» → «نفر جدید» (Admin → Staff → New person).
2. Enter the full name and a staff code. Each person's staff code must be unique.
3. Tap «ادامه: گرفتن چهره» (Continue: capture face). The app captures five poses: front, slightly left, slightly right, slightly up and slightly down. Follow the hints on screen.
4. If a pose is not captured automatically, tap «ثبت دستی این حالت» (Capture this pose manually).



The staff list with sample data

Tip: For a good enrolment: a bright place, no mask or dark glasses, and the phone at face height. If someone is later not recognised well, use «چهره‌ی جدید» (New face) for them in the staff list.

In the staff list you can edit, deactivate or delete each person. Deleting a person also erases their face data, attendance records and leave entries.

5 Check-in and check-out

How are check-ins and check-outs recorded each day?

1. Put the device at the door; the «آماده‌ی ثبت حضور» (Ready for attendance) screen is open.

2. Each person looks at the camera and does the challenge on screen: blink once, or turn the head slightly left or right.
3. A welcome or goodbye message appears with the time, confirming the check-in or check-out.

- Each person gets one check-in and one check-out per day. Coming back shows a message that their entry was already recorded.
- To stop a second walk past the camera from counting as a check-out, the minimum time between check-in and check-out is adjustable.
- Use «تعویض دوربین» (Switch camera) to swap between the front and back cameras. The «مدیریت» (Admin) button opens with the PIN.

6 Reports

Where are the daily and monthly reports?

- **«امروز» (Today):** present, late and absent at a glance. «ارسال گزارش امروز» (Send today's report) shares the report text to Bale, Telegram or WhatsApp. At the end of the day you can use «ثبت خروج همه» (Check everyone out).
- **«ماهانه» (Monthly):** days present, working hours, lateness, overtime and absences per person. Move between months and use «خروجی اکسل» (Excel export) or «ارسال گزارش» (Send report).
- **Leave, mission and sick days:** record excused absences by hand.
- **Editing a day:** tap a day to delete a duplicate entry or mark it as a holiday for everyone. Admin edits carry an «ویرایش‌شده» (edited) label.



Today's report with sample data



The monthly Jalali report with sample data

7 Shift and accuracy settings

How do I set shifts and recognition accuracy?

- **Work shift:** shift start and end, working days and the lateness grace period (10 minutes by default).
- **Check-in rule:** one check-in and one check-out per day, and the minimum time between them (10 minutes by default).
- **Similarity threshold:** if the device does not recognise people, lower it a little; if it confuses people, raise it.
- **Liveness level:** low (no challenge, faster), medium (recommended) or high (stricter; needs good light).



Shift settings and the one-in-one-out rule

8 Backup and moving devices

How do I back up or move to another device?

1. «تنظیمات» → «پشتیبان‌گیری و بازیابی» (Settings → Backup and restore): enter the admin PIN and tap «ساخت پشتیبان» (Create backup). The file is encrypted with AES-GCM using a key derived from the PIN.
2. Keep the file somewhere safe.
3. On the new device, install Hazeri, copy the file over, enter the PIN used when the backup was made and tap «بازیابی» (Restore).

Important: Restoring replaces all data currently on the device, and afterwards the admin PIN is the backup's PIN. Without that PIN the file cannot be read.

9 Troubleshooting

What if something goes wrong?

Problem	What to do
Someone is not recognised	Add more light and don't face the camera towards a window. Lower the similarity threshold slightly, or enrol a new face for that person.
Two people are mixed up	Raise the similarity threshold and enrol both faces again.
The liveness challenge fails	Try in better light, with the whole face in the frame and only one person in front of the camera. If needed, set the liveness level to medium.
"Loading the face-recognition engine failed"	Close the app completely and open it again.
"Your check-in and check-out are already recorded today"	The rule is one check-in and one check-out per day. The admin can correct it from that day's report.
I forgot the PIN	There is no recovery inside the app. If you need help, contact support.

10 Privacy and consent

Where is the face data kept?

- Only a numeric vector of the face is kept, which cannot be turned back into a photo; no photo is stored or sent.

- All models and files are inside the app, and the internet permission is removed from the Android app. Nothing is sent automatically.
- The liveness check is enough for workshops, clinics, shops and small companies, but it is not bank-grade security.
- Face recognition uses biometric data: inform your staff, get their consent and check the rules for your trade.

Full privacy policy: **solocodelab.com/en/privacy/hazeri/**

Support

Website	solocodelab.com/en/
Hazeri page	solocodelab.com/en/products/hazeri/
Contact support	solocodelab.com/en/contact/

For setup in your business, a custom version or any question, message us from the contact page. Include your device model, Android version and number of staff.

Scan this code with your phone camera to open the Hazeri page and support.

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