

USER MANUAL

TIME ATTENDANCE MACHINE

3764, 3765

PRODUCT CERTIFICATE

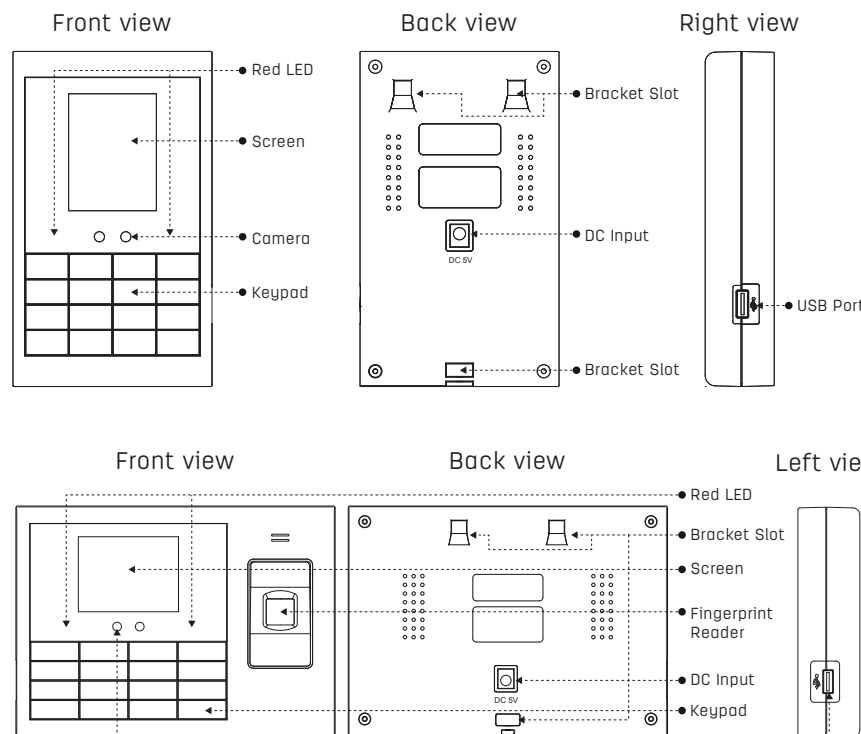
Inspector: _____
Manufacturing Date: _____

DELI GROUP CO., LTD.
301 Xuxi Lake Ave. Ninghai County
Ningbo 358600 China Made in China
info@deli.com www.deliworld.com

Keep for future use
Version: 1.0
Date: September 2019

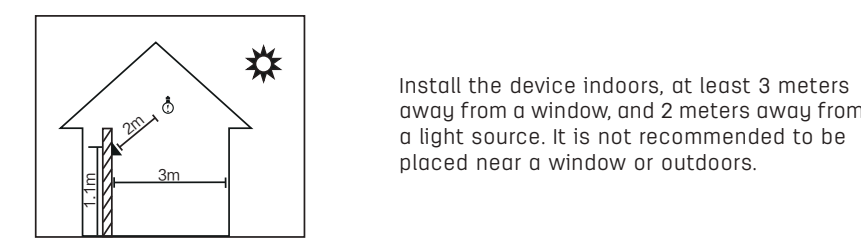
1. Attendance reports can be downloaded with this attendance machine via USB flash drive without requiring software installation.
2. Please use a FAT32 format USB flash drive. If the Attendance Machine does not recognize your USB flash drive, please first convert the USB flash drive to FAT32 format and try again.
3. Image is for reference only, please refer to the actual product.

1. Appearance



2. Device installation environment

1. Recommended install location

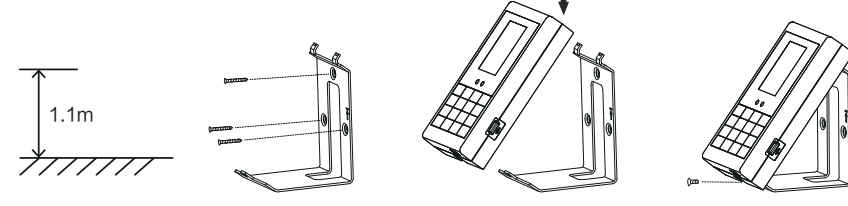


Install the device indoors, at least 3 meters away from windows and 2 meters away from a light source. It is not recommended to be placed near a window or outdoors.

2. Several installation locations that affect the recognition functionality



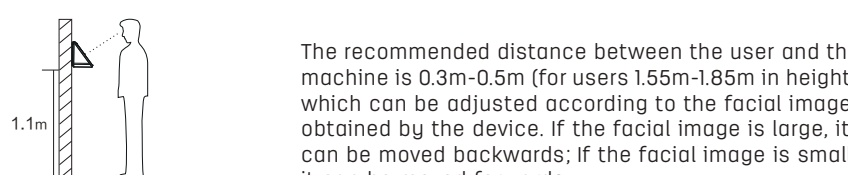
3. Installation method



1. It is recommended that the height from the baseline to the ground is 1.1 meters (adjustable to the height range of 1.55 meters to 1.85 meters), which can be adjusted according to the height of the personnel. If the installation height is 1.2 meters, the height range is 1.65 meters or more.
2. Use screws to secure the machine to the wall.
3. Secure the device to the stand.
4. Fixed bottom.

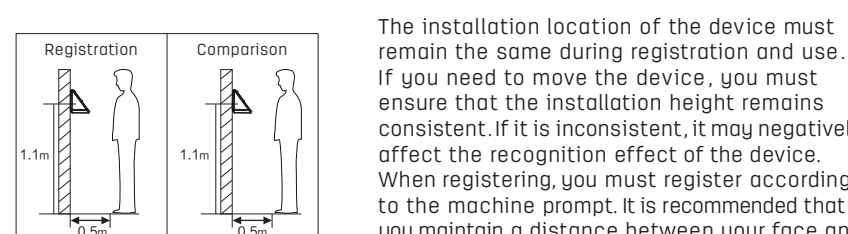
4. Location of use

1. Recommended position for the standing user.



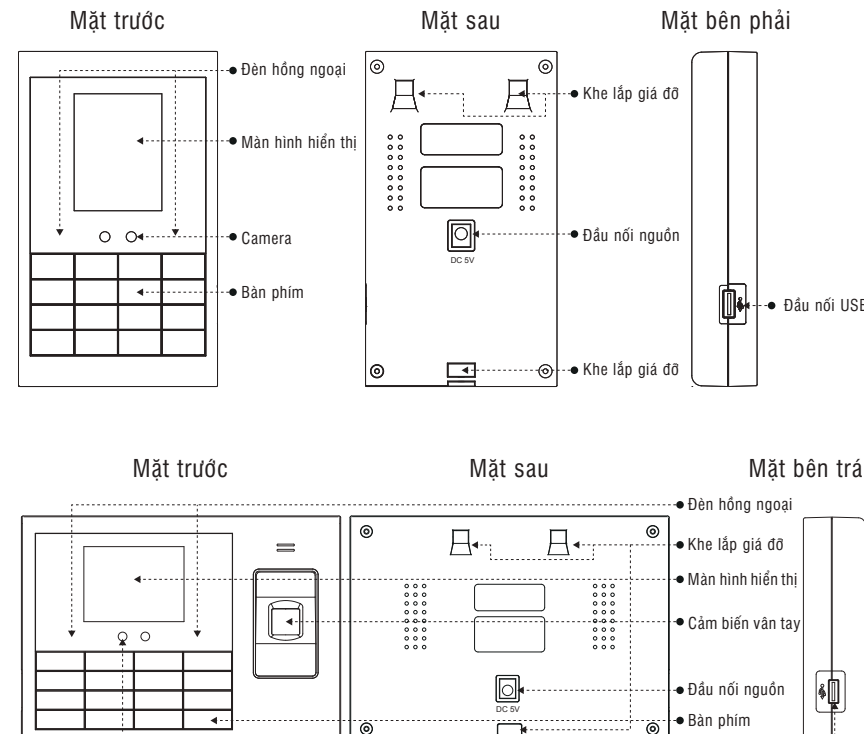
The recommended distance between the user and the machine is 0.3m-0.5m. For users 1.55m-1.85m in height, which can be adjusted according to the facial image obtained by the device. If the facial image is large, it can be moved backwards; if the facial image is small, it can be moved forwards.

2. Recommended location of use

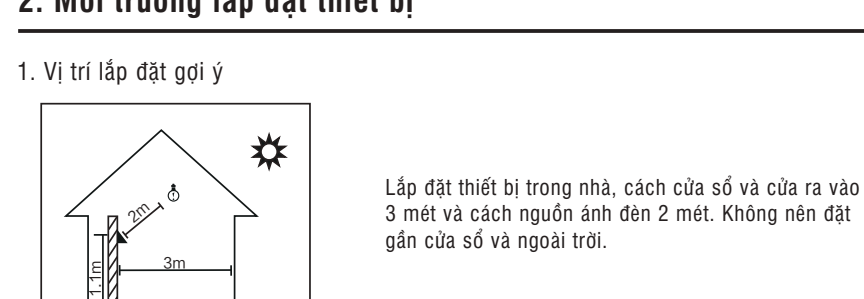


The installation location of the device must remain the same during registration and use. If you need to move the device, you must ensure that the installation height remains consistent. If it is inconsistent, it may negatively affect the recognition effect of the device. When registering, you must register according to the machine prompt. It is recommended that you maintain a distance between your face and the machine of 0.3-0.5 meters when registering.

1. Hình dáng bên ngoài



2. Môi trường lắp đặt thiết bị

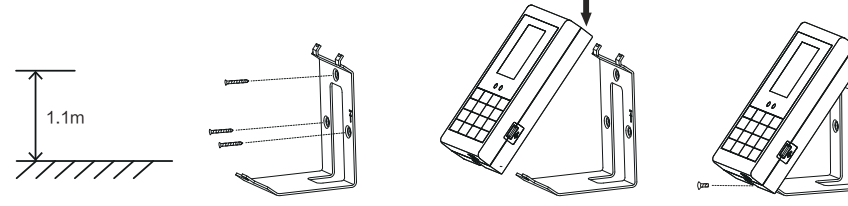


Install the device indoors, at least 3 meters away from windows and 2 meters away from a light source. It is not recommended to be placed near a window or outdoors.

2. Một số vị trí lắp đặt ảnh hưởng đến hiệu quả nhận diện



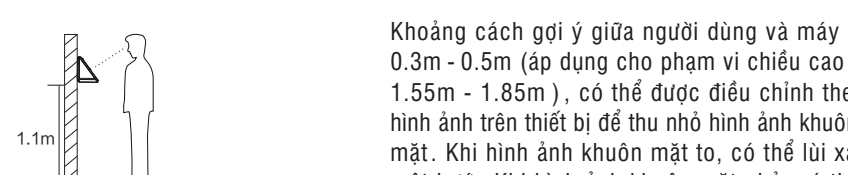
3. Phương pháp lắp đặt



1. Chiều cao để gắn từ sàn đến cao giá đỡ mặt đặt là 1.1 mét (phạm vi điều chỉnh có thể từ 1.55 mét - 1.8 mét), có thể được điều chỉnh theo chiều cao của nhân viên. Nếu chiều cao lắp đặt là 1.2 mét, phạm vi chiều cao là 1.65 mét trở lên.
2. Dùng ốc vít treo tường bằng các ốc vít theo các lỗ trên tường.
3. Treo thiết bị lên giá treo tường (nếu trên tường).
4. Cố định phần đáy.

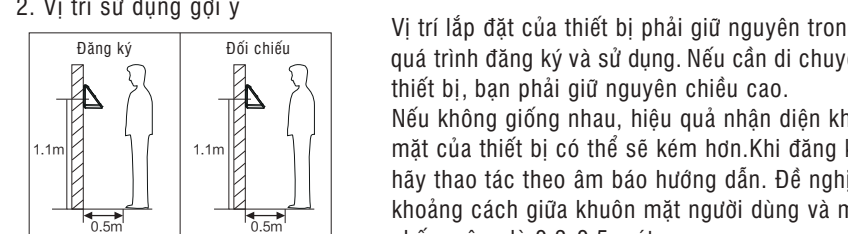
4. Vị trí sử dụng

1. Vị trí người dùng gọi ý cho nhân viên



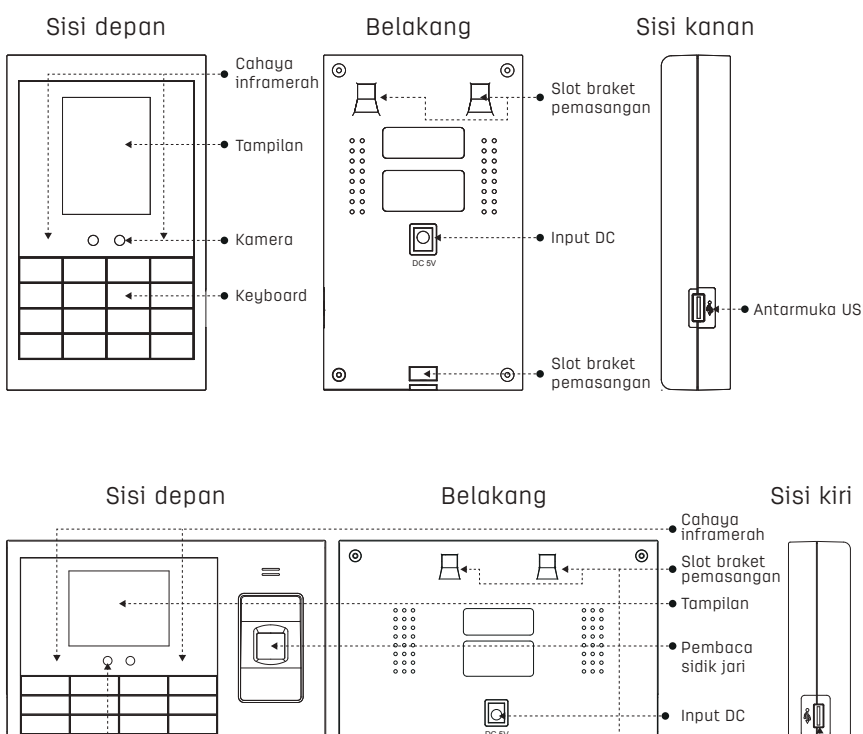
Khoảng cách gọi ý giữa người dùng và máy là 0.3m - 0.5m (phạm vi điều chỉnh có thể từ 1.55m - 1.85m). Có thể được điều chỉnh theo hình ảnh nhận được từ thiết bị. Nếu hình ảnh nhận được quá lớn, có thể di chuyển máy lùi ra xa; nếu hình ảnh nhận được quá nhỏ, có thể di chuyển máy tiến lại gần. Khi hình ảnh nhận được quá lớn, có thể lùi lại xa một bước; khi hình ảnh nhận được quá nhỏ, có thể di chuyển gần một bước.

2. Vị trí sử dụng gọi ý

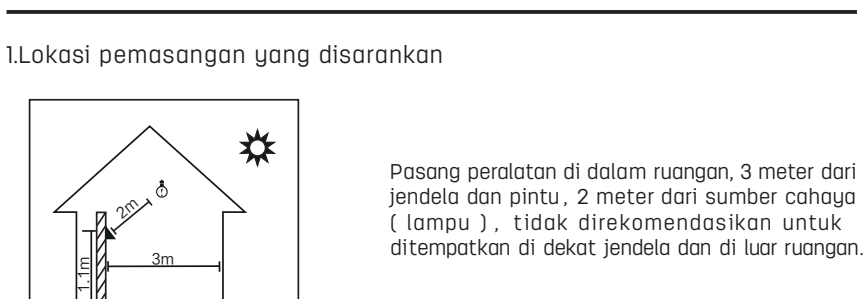


Vị trí lắp đặt của thiết bị phải phù hợp nguyên tắc quang học. Nếu cần di chuyển thiết bị, bạn phải giữ nguyên chiều cao. Nếu không đồng nhất, hiệu quả nhận diện khuôn mặt của thiết bị có thể sẽ kém hơn khi đăng ký, hãy thao tác theo ảnh hướng dẫn. Để nhận được cách ghi nhận khuôn mặt người dùng và máy camera cách nhau khoảng 0.3-0.5 mét.

1. Penampilan



2. Lingkungan pemasangan peralatan

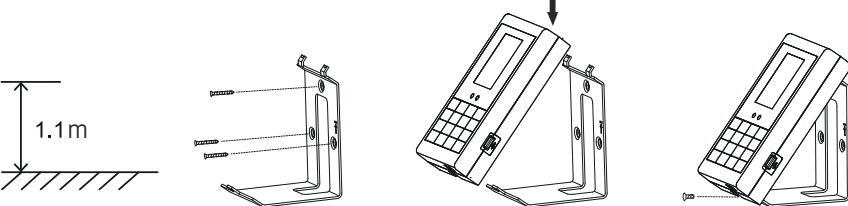


Place the device indoors, at least 3 meters away from windows and 2 meters away from a light source. It is not recommended to be placed near a window or outdoors.

2. Beberapa lokasi instalasi yang memengaruhi efek pengakuan

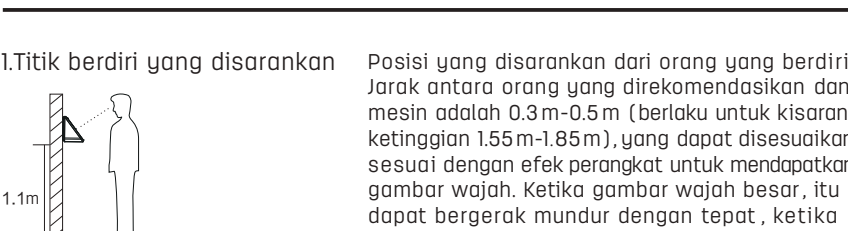


3. Metode instalasi



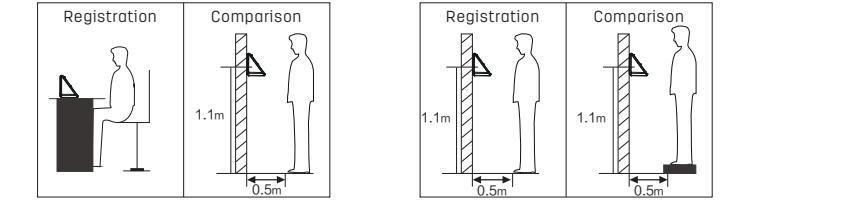
1. Disarankan bahwa ketinggian dari garis dasar ke tanah harus 1.1 meter (jangan ketinggian yang berkisar 1.55 meter - 1.85 meter). Dapat disesuaikan sesuai dengan tinggi keseluruhan orang. Jika ketinggian instalasi 1.2 meter, kisaran ketinggiannya 1.65 meter atau lebih.
2. Pasang dengan menggunakan sekrup sesuai pola lubang di dinding.
3. Gantung perangkat di dinding dengan menggunakan sekrup (jika ada).
4. Pasang bagian bawah.

4. Gunakan lokasi



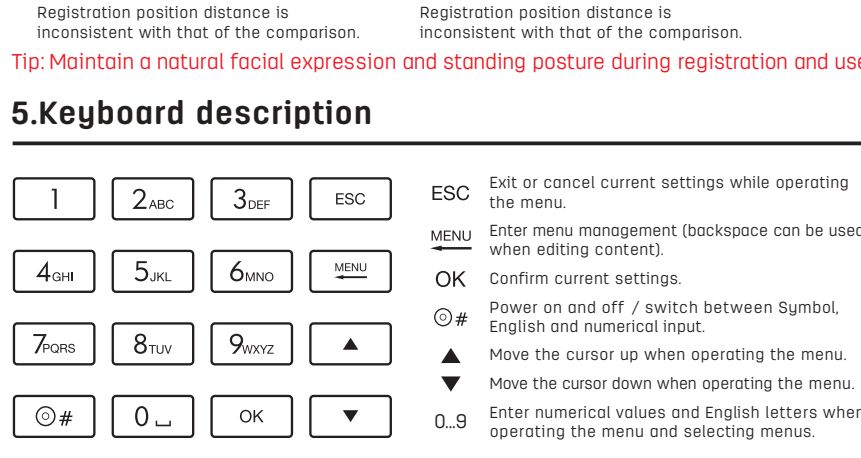
1. Letak berdiri yang disarankan: Pasai yang disarankan dari orang yang berdiri ke mesin adalah 0.3m-0.5m (rentang untuk kisaran ketinggian 1.55m-1.85m). Dapat disesuaikan sesuai dengan tinggi keseluruhan orang. Jika ketinggian instalasi 1.2 meter, kisaran ketinggiannya 1.65 meter atau lebih. Ketika format gambar wajah terlalu kecil, itu dapat bergerak mundur dengan tepat; ketika gambar wajah terlalu besar, itu dapat bergerak maju dengan tepat.
2. Lokasi yang disarankan: Lokasi pemasangan peralatan harus tetap sama selama pendaftaran dan penggunaan. Jika Anda perlu memindahkan peralatan, Anda harus memastikan bahwa pemasangan peralatan sesuai dengan spesifikasi instalasi. Jika tidak konsisten, efek pengakuan perangkat mungkin berkurang. Setelah pendaftaran selesai, Anda harus mendaftar kembali dengan format mesin. Disarankan untuk atur ulang wajah dan registrasi mesin adalah 0.3-0.5 meter.

3. Several ways the recognition functionality is affected

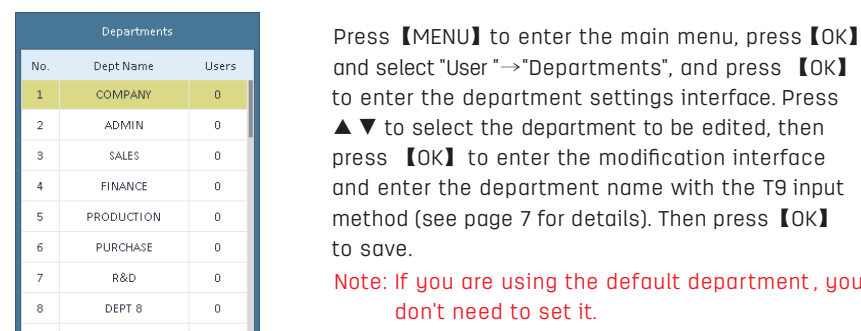


Registration posture is inconsistent with the comparison posture.
Registration posture height is inconsistent with that of the comparison.
Registration posture distance is inconsistent with that of the comparison.
Tip: Maintain a natural facial expression and standing posture during registration and use.

5. Keyboard description

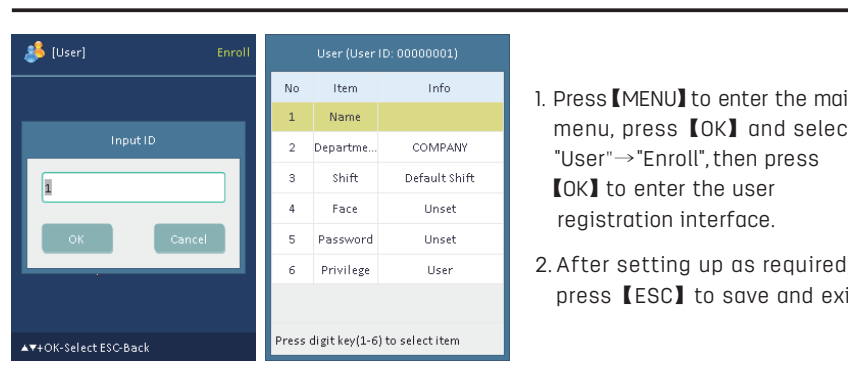


6. Department setup



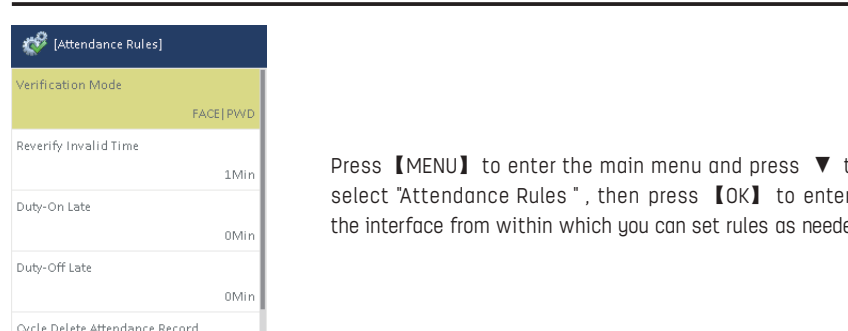
Press [MENU] to enter the main menu, press [OK] and select User --> "Department", and press [OK] to enter the department settings interface. Press [F1] to select the department to be edited, then press [OK] to enter the modification interface and enter the department name with the T9 input method (see page 7 for details). Then press [OK] to save.
Note: If you are using the default department, you don't need to set it.

7. Register user



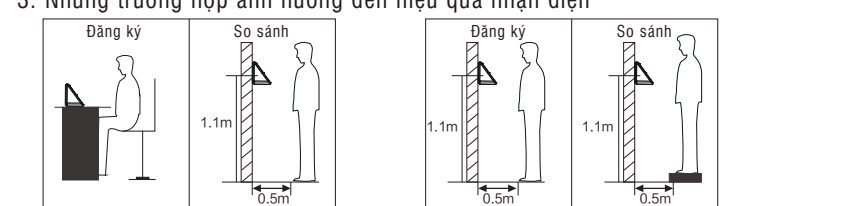
User ID: Press the number keys to enter the employee number.
Name: Use the T9 input method to input.
Department: From the list, press [OK] to select the department.
Shift: Press [OK] to set the user's shift.
Face: Press [OK] to enter the face registration interface, and position your face to be facing the camera. The face is successfully registered when the progress bar is complete.
Fingerprint: Press [OK] to enter the fingerprint registration interface. Press the finger properly to the fingerprint scanner to successfully register the fingerprint.
Password: Enter a 16-digit password. Can be left unset.
Privilege: After pressing [OK], press the [F1] keys to select the permissions to register for the administrator.
Note: It is recommended that you download the relevant information form with a USB flash drive and edit it on a computer before uploading it to the attendance machine.
2. 3764 no fingerprint mode.

8. Set attendance rules



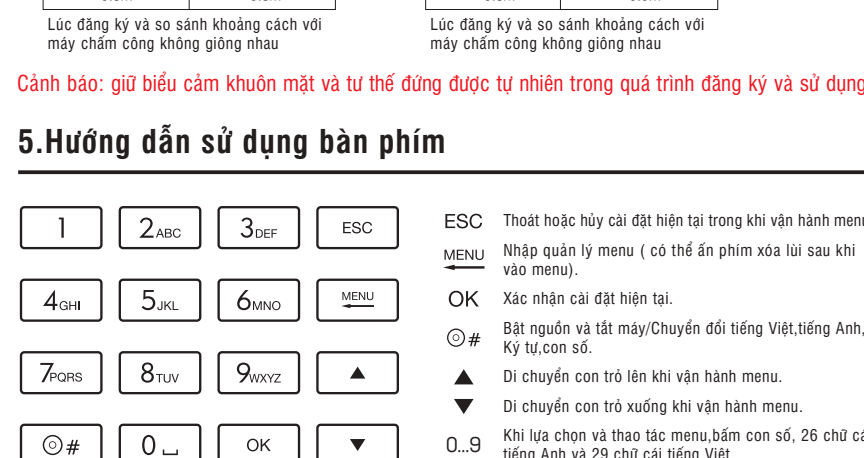
Press [MENU] to enter the main menu and press [F1] to select "Attendance Rules", then press [OK] to enter the interface from which you can set rules as needed.

3. Những trường hợp ảnh hưởng đến hiệu quả nhận diện

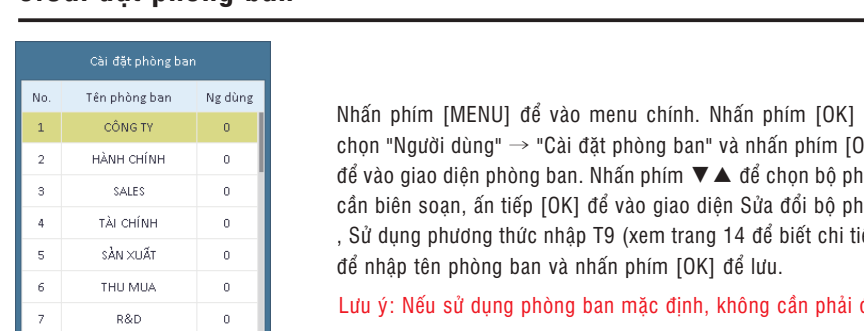


Registration posture is inconsistent with the comparison posture.
Registration posture height is inconsistent with that of the comparison.
Registration posture distance is inconsistent with that of the comparison.
Tip: Maintain a natural facial expression and standing posture during registration and use.

5. Hướng dẫn sử dụng bàn phím



6. Cài đặt phòng ban



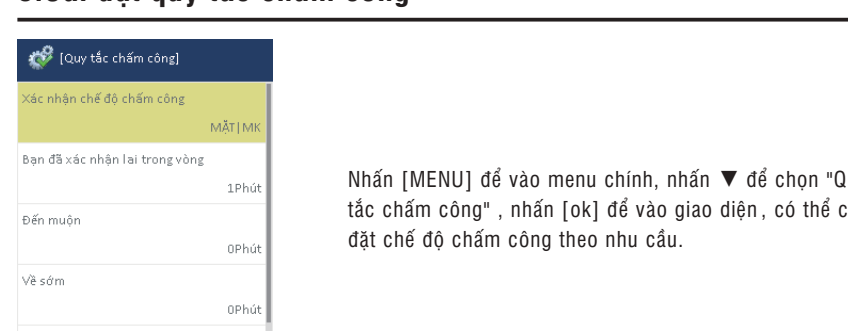
Press [MENU] to enter the main menu, then press [F1] to select "Department", and press [OK] to enter the department settings interface. Press [F1] to select the department to be edited, then press [OK] to enter the modification interface and enter the department name with the T9 input method (see page 7 for details). Then press [OK] to save.
Note: If you are using the default department, you don't need to set it.

7. Người dùng đăng ký



User ID: Press the number keys to enter the employee number.
Name: Use the T9 input method to input.
Department: From the list, press [OK] to select the department.
Shift: Press [OK] to set the user's shift.
Face: Press [OK] to enter the face registration interface, and position your face to be facing the camera. The face is successfully registered when the progress bar is complete.
Fingerprint: Press [OK] to enter the fingerprint registration interface. Press the finger properly to the fingerprint scanner to successfully register the fingerprint.
Password: Enter a 16-digit password. Can be left unset.
Privilege: After pressing [OK], press the [F1] keys to select the permissions to register for the administrator.
Note: It is recommended that you download the relevant information form with a USB flash drive and edit it on a computer before uploading it to the attendance machine.
2. 3764 no fingerprint mode.

8. Cài đặt quy tắc chấm công



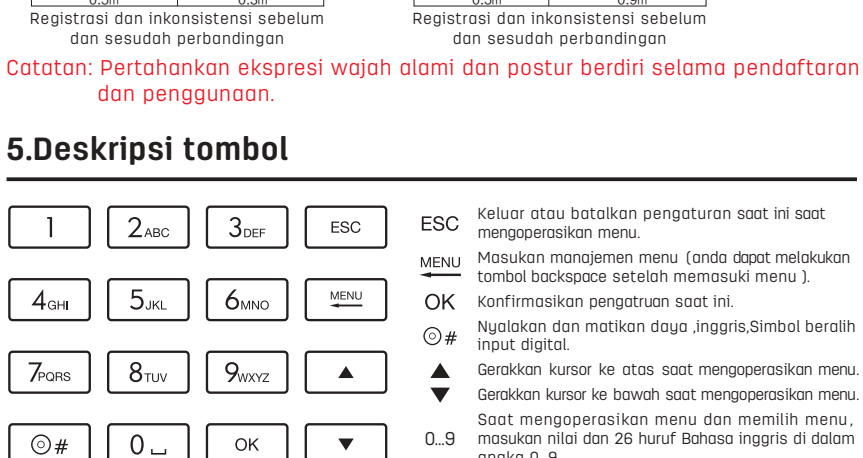
Press [MENU] to enter the main menu and press [F1] to select "Attendance Rules", then press [OK] to enter the interface from which you can set rules as needed.

3. Beberapa cara untuk mempengaruhi efek pengakuan Registrasi

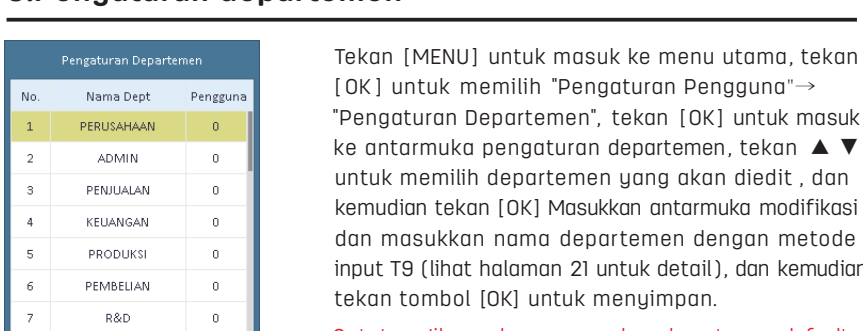


Registration posture is inconsistent with the comparison posture.
Registration posture height is inconsistent with that of the comparison.
Registration posture distance is inconsistent with that of the comparison.
Tip: Maintain a natural facial expression and standing posture during registration and use.

5. Deskripsi tombol



6. Pengaturan departemen



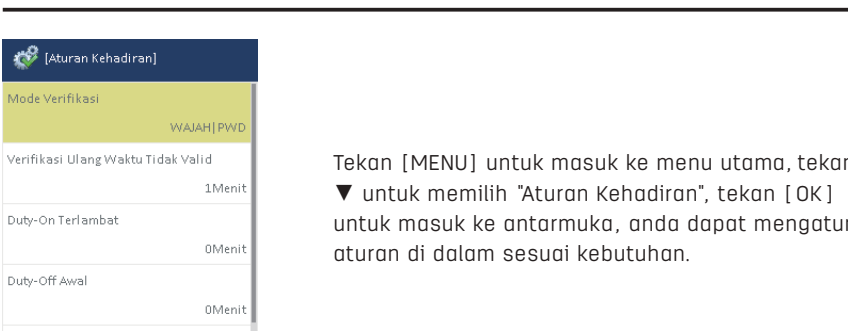
Press [MENU] to enter the main menu, press [F1] to select "Department", and press [OK] to enter the department settings interface. Press [F1] to select the department to be edited, then press [OK] to enter the modification interface and enter the department name with the T9 input method (see page 7 for details). Then press [OK] to save.
Note: If you are using the default department, you don't need to set it.

7. Pengguna terdaftar



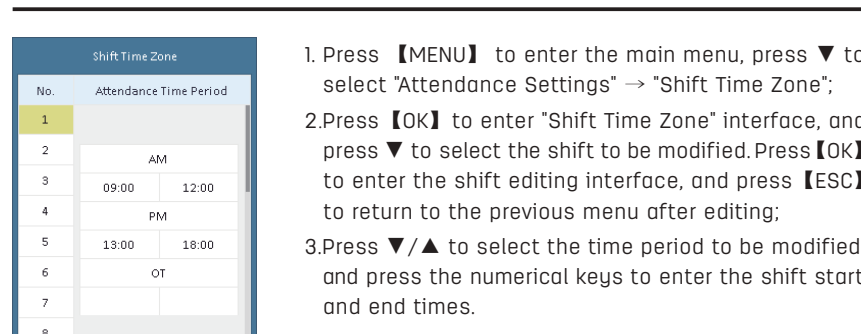
User ID: Press the number keys to enter the employee number.
Name: Use the T9 input method to input.
Department: From the list, press [OK] to select the department.
Shift: Press [OK] to set the user's shift.
Face: Press [OK] to enter the face registration interface, and position your face to be facing the camera. The face is successfully registered when the progress bar is complete.
Fingerprint: Press [OK] to enter the fingerprint registration interface. Press the finger properly to the fingerprint scanner to successfully register the fingerprint.
Password: Enter a 16-digit password. Can be left unset.
Privilege: After pressing [OK], press the [F1] keys to select the permissions to register for the administrator.
Note: It is recommended that you download the relevant information form with a USB flash drive and edit it on a computer before uploading it to the attendance machine.
2. 3764 no fingerprint mode.

8. Tetapkan pengaturan kehadiran



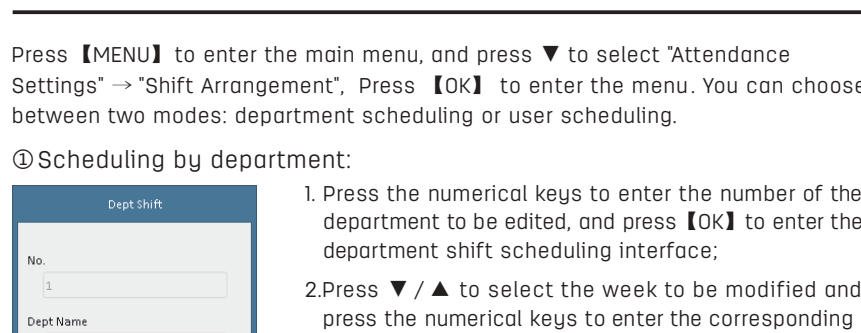
Press [MENU] to enter the main menu and press [F1] to select "Attendance Rules", then press [OK] to enter the interface from which you can set rules as needed.

9. Set shifts



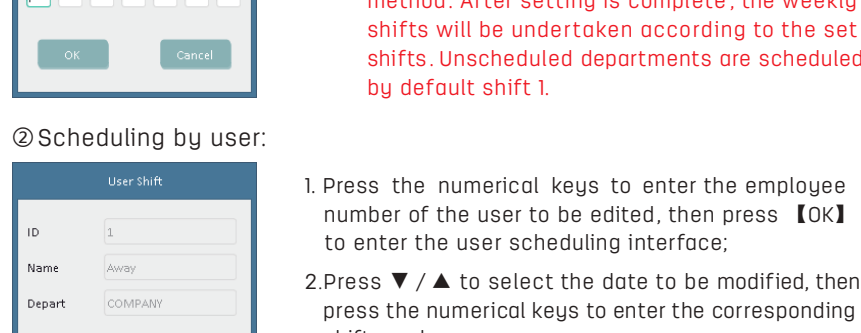
Press [MENU] to enter the main menu, press [F1] to select "Shifts", and press [OK] to enter the shift settings interface. Press [F1] to select the shift to be edited, then press [OK] to enter the modification interface and enter the shift name with the T9 input method (see page 7 for details). Then press [OK] to save.
Note: The default is shift one.

10. Scheduling employees



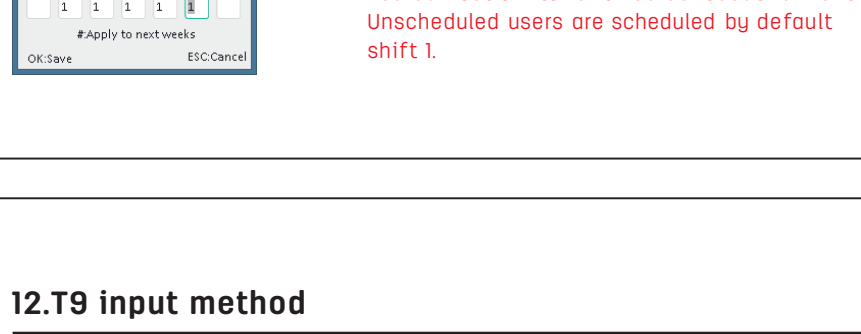
Press [MENU] to enter the main menu, press [F1] to select "Employees", and press [OK] to enter the employee scheduling interface. Press [F1] to select the employee to be edited, then press [OK] to enter the modification interface and enter the employee name with the T9 input method (see page 7 for details). Then press [OK] to save.
Note: The default is shift one.

11. Download and view the report



Press [MENU] to enter the main menu, press [F1] to select "Reports", and press [OK] to enter the report download and view interface. Press [F1] to select the report to be downloaded, then press [OK] to enter the download interface and enter the report name with the T9 input method (see page 7 for details). Then press [OK] to save.
Note: The default is shift one.

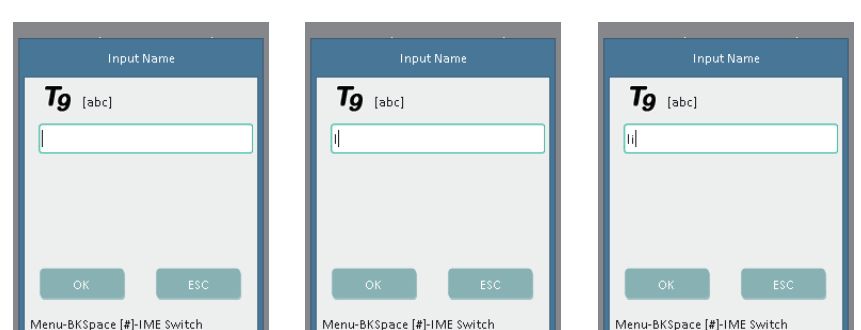
12. Scheduling by user



Press [MENU] to enter the main menu, press [F1] to select "Users", and press [OK] to enter the user scheduling interface. Press [F1] to select the user to be edited, then press [OK] to enter the modification interface and enter the user name with the T9 input method (see page 7 for details). Then press [OK] to save.
Note: The default is shift one.

12. T9 input method

Use the T9 input method to enter in the necessary text positions (such as employee name, department name, etc.)



Press [F1] to activate the T9 input method. Press the key to switch to the corresponding input method.
2. For example, to input "T", press number "9" three times to select letter "T".
3. Press number "9" three times to select letter "T".

13. How to quickly query employee attendance records

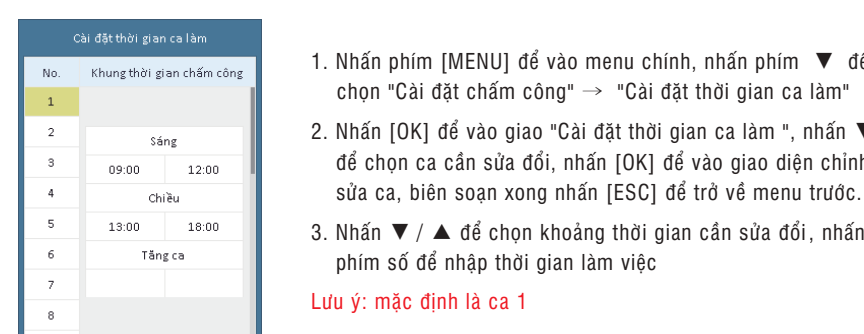
1. Press [OK] at the initial interface and enter user face/fingerprint to begin the query.
2. In data query, you can select the time range for the query. Press the [F1] key to select the query, and press [OK] to display the attendance record.

14. Packing list

In addition to the machine, the box also contains the following items:

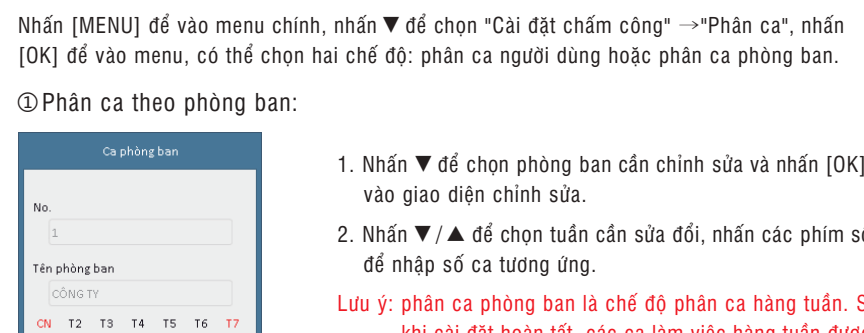
- 1. Attendance machine user manual x1
- 2. Power adaptor x1
- 3. Expansion pipe x3
- 4. Screws x3
- 5. SD card x1
- 6. Bracket x1

9. Cài đặt phần ca



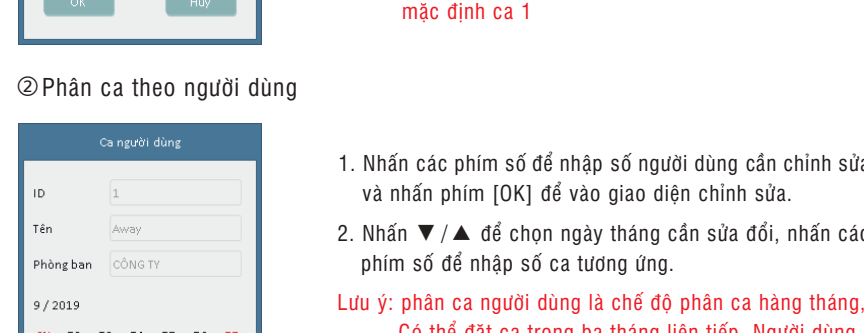
Press [MENU] to enter the main menu, press [F1] to select "Shifts", and press [OK] to enter the shift settings interface. Press [F1] to select the shift to be edited, then press [OK] to enter the modification interface and enter the shift name with the T9 input method (see page 7 for details). Then press [OK] to save.
Note: The default is shift one.

10. Phần ca



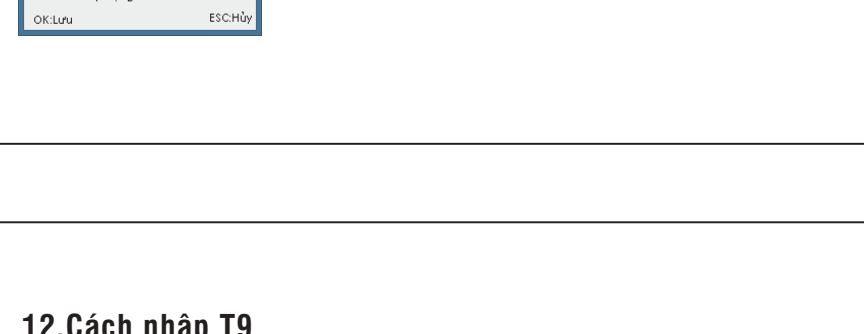
Press [MENU] to enter the main menu, press [F1] to select "Employees", and press [OK] to enter the employee scheduling interface. Press [F1] to select the employee to be edited, then press [OK] to enter the modification interface and enter the employee name with the T9 input method (see page 7 for details). Then press [OK] to save.
Note: The default is shift one.

11. Tải xuống và xem bảng biểu



Press [MENU] to enter the main menu, press [F1] to select "Reports", and press [OK] to enter the report download and view interface. Press [F1] to select the report to be downloaded, then press [OK] to enter the download interface and enter the report name with the T9 input method (see page 7 for details). Then press [OK] to save.
Note: The default is shift one.

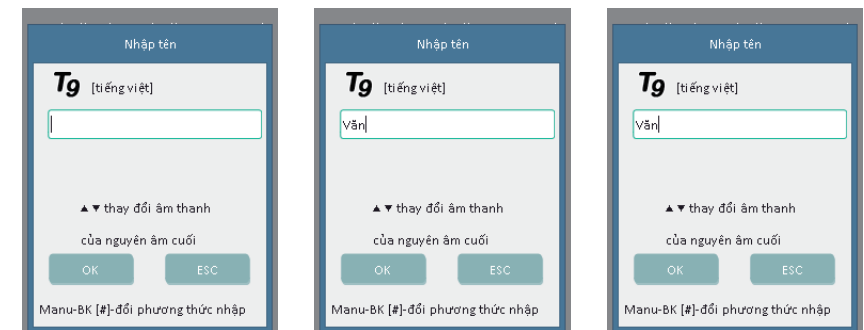
12. Scheduling by user



Press [MENU] to enter the main menu, press [F1] to select "Users", and press [OK] to enter the user scheduling interface. Press [F1] to select the user to be edited, then press [OK] to enter the modification interface and enter the user name with the T9 input method (see page 7 for details). Then press [OK] to save.
Note: The default is shift one.

12. Cách nhập T9

Sử dụng phương pháp nhập T9 để nhập dữ liệu văn bản (như tên nhân viên, phòng ban, v.v.)



Press [F1] to activate the T9 input method. Press the key to switch to the corresponding input method.
2. For example, to input "T", press number "9" three times to select letter "T".
3. Press number "9" three times to select letter "T".

13. Hướng dẫn tìm kiếm nhanh chóng ghi chép chấm công nhân viên

1. Nhấn phím [OK] tại giao diện ban đầu và nhập dữ liệu vào máy để bắt đầu tìm kiếm.
2. Trong menu truy vấn, có thể chọn phạm vi thời gian cho truy vấn, nhấn phím [F1] để chọn truy vấn và nhấn phím [OK] để xác nhận phạm vi tìm kiếm.

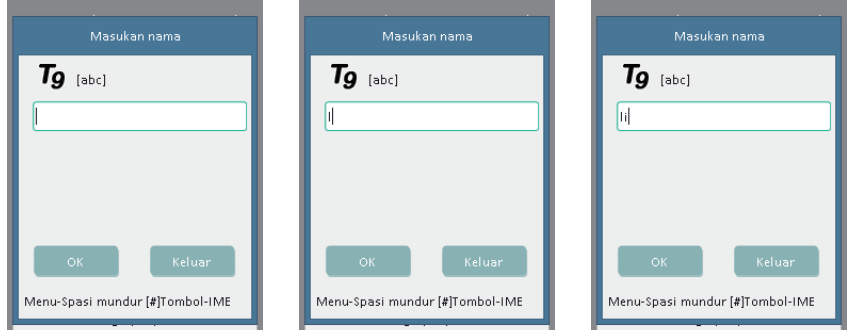
14. Danh sách đồ hộp

Ngoài máy chấm công, trong hộp còn có các vật sau:

- 1. Sách hướng dẫn x1
- 2. Bộ sạc nguồn điện x1
- 3. Ống nhựa x3
- 4. Đinh vít x3
- 5. Thẻ nhớ SD x1
- 6. Giá đỡ máy chấm công x1

12. Metode input T9

Gunakan metode input T9 untuk memasukkan posisi teks (seperti nama, nama departemen, dll.)



Press [F1] to activate the T9 input method. Press the key to switch to the corresponding input method.
2. For example, to input "T", press number "9" three times to select letter "T".
3. Press number "9" three times to select letter "T".

13. Dengan cepat permintaan deskripsi catatan kehadiran karyawan

1. Tekan tombol [OK] untuk memulai awal dan masukkan wajah / sidik jari Anda untuk memulai kueri.
2. Dalam menu tampilan, Anda dapat memilih rentang waktu untuk kueri, tekan tombol [F1] untuk memilih kueri, dan tekan tombol [OK] untuk mengkonfirmasi catatan kehadiran.

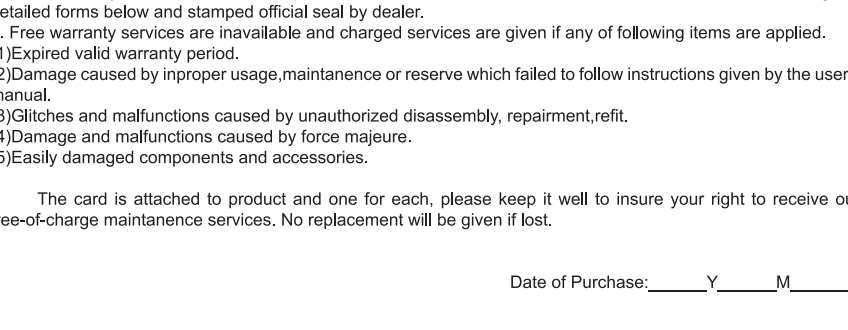
14. Daftar kemasan

Selain mesin, kotak juga berisi item berikut:

- 1. Instruksi manual mesin operasi x1
- 2. Adaptor daya x1
- 3. Tabung ekspansi x3
- 4. Sekrup x3
- 5. Memori SD x1
- 6. Bracket x1

12. Unduh dan lihat laporan

1. Masukkan flash drive USB ke slot USB mesin.
2. Tekan tombol [F1] untuk memilih "Manajemen Laporan" dan tekan tombol [OK] untuk memilih menu.

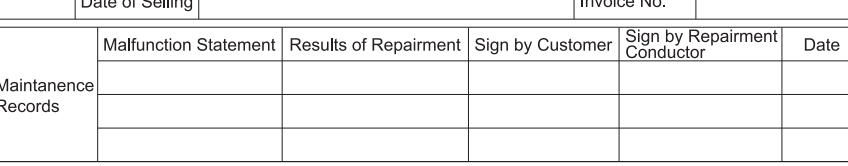


Press [MENU] to enter the main menu, press [F1] to select "Reports", and press [OK] to enter the report download and view interface. Press [F1] to select the report to be downloaded, then press [OK] to enter the download interface and enter the report name with the T9 input method (see page 7 for details). Then press [OK] to save.
Note: The default is shift one.

13. Download and view the report

Press [MENU] to enter the main menu, press [F1] to select "Reports", and press [OK] to enter the report download and view interface. Press [F1] to select the report to be downloaded, then press [OK] to enter the download interface and enter the report name with the T9 input method (see page 7 for details). Then press [OK] to save.
Note: The default is shift one.

14. Scheduling by user



Press [MENU] to enter the main menu, press [F1] to select "Users", and press [OK] to enter the user scheduling interface. Press [F1] to select the user to be edited, then press [OK] to enter the modification interface and enter the user name with the T9 input method (see page 7 for details). Then press [OK] to save.
Note: The default is shift one.