

deli

USER MANUAL

FINGERPRINT ATTENDANCE MACHINE
3747PRO、3758

PRODUCT CERTIFICATE

Inspector: _____
Manufacturing Date: _____



- You may connect the attendance machine to a LAN (Local Area Network) and manage attendance with "deli Attendance System". Attendance reports can be downloaded with this attendance machine via USB flash drive without requiring software installation.
- 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.
- To view detailed operating instructions of the "deli Attendance System" management software and the attendance machine, please visit our website - <http://www.deliworld.com>, select Download Center -> Office Equipment -> Attendance Machines and Consumables, and select the corresponding product number 3747PRO to download.
- Image is for reference only, please refer to the actual product.

Keep for future use

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1.Keyboard

1	2	3	ESC	ESC	Exit or cancel current settings while operating the menu.
MENU					Enter menu management (backspace can be used when editing content).
4	5	6	MENU		Confirm current settings.
7	8	9	▲	▲	Power on and off / switch between Symbol, English and numerical input.
0	0	OK	▼	▼	Move the cursor up when operating the menu.
0	0	OK	▼	▼	Move the cursor down when operating the menu.
0	0	OK	▼	▼	Enter numerical values and English letters when operating the menu and selecting menus.

2.Department setting

Dept No.	Dept Name
01	COMPANY
02	ADMIN
03	SALES
04	FINANCE
05	PRODUCTION
06	PURCHASE
07	R&D

Press [MENU] to enter the main menu, select "Department", and press [OK] to enter the modification interface. Enter the department name with the T9 input method (see Appendix I for details). Then press [OK] to save.

Note: If you are using the default department, you don't need to set it.

3.User registration

Input User ID

User ID: 0000001

OK ESC

User info (ID: 0000001)

No.	Item	Info
1	Name	AWAY
2	Department	COMPANY
3	Shift	Default Shift
4	Fingerprint1	Unset
5	Fingerprint2	Unset
6	Fingerprint3	Unset

Press digit key(1-6) to select item

- Press [MENU] to enter the main menu, press ▼ and select "User " -> " Enroll ", then press [OK] to enter the user registration interface.
- After setting up as required, press [ESC] to save and exit.

User ID: Press the number keys to enter the employee number.
Name: Use the T9 input method to input.
Shift: Press [OK] to set the user's shift.

Department: After pressing [OK], press the ▼ keys to select the department from the list.

Fingerprint: Press [OK] to enter the fingerprint registration interface. Press the same finger three times to the fingerprint scanner to successfully register the fingerprint.

ID card: Press [OK] to enter the ID card registration interface. Put the card in front of the card reading area. After reading the card number, press [OK] to successfully register the ID card.

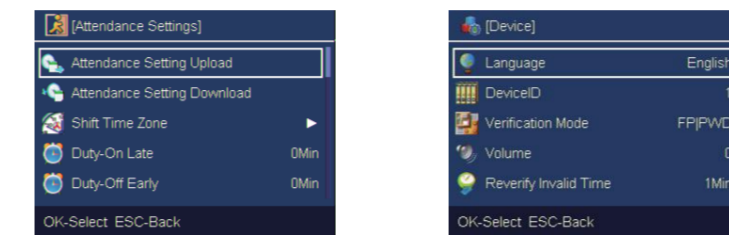
Privilege: When cursor is located at " Privilege " column, press the ▲ ▼ keys to select the permissions to register for the administrator.

Password: Enter a 1-6 digital password. Can be left unset.

Notes:

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.

4.Set attendance rules



- Press [MENU] to enter the main menu and press ▼ to select "Shift" -> "Attendance Settings", then press [OK] to enter the interface from within which you can set tolerance limits for late arrival and early departure.
- Press [MENU] to enter the main menu and press ▼ to select "Settings" -> "Device ", then press [OK] to set invalid time of duplicate attendance records.

5.Set shifts

Shift No.	Attendance Time Period
1	
2	AM 08:00 12:00
3	PM 14:00 18:00
4	OT 19:00 21:00
5	
6	
7	

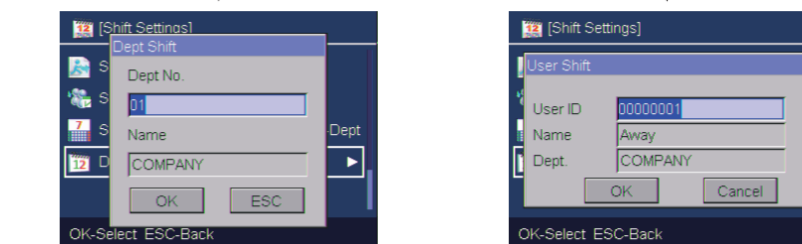
Note: The default is shift one

- Press [MENU] to enter the main menu, press ▼ to select "Shift" -> "Attendance Settings".
- Press [OK] to enter "Shift Time Zone" interface, and press ▼ to select the shift to be modified. Press [OK] to enter the shift editing interface, and press [ESC] to return to the previous menu after editing.
- Press ▼ /▲ to select the time period to be modified, and press the numerical keys to enter the shift start and end times.

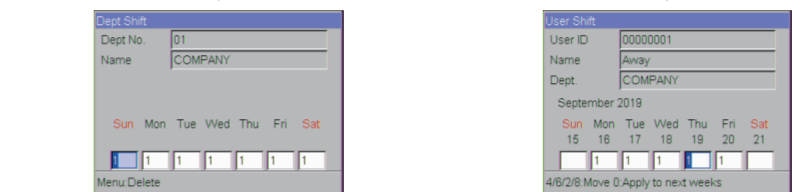
6.Shift arrangement for employees

Press [MENU] to enter the main menu, and press ▼ to select "Shift " -> "Shift Arrangement", Press [OK] to enter the menu. You can choose between two modes: department scheduling or user scheduling.

Method 1: Scheduling by department Method 2: Scheduling by user



- Press the numerical keys to enter the number of the department to be edited, and press [OK] to enter the department shift scheduling interface.
- Press the numerical keys to enter the employee number of the user to be edited, then press [OK] to enter the user scheduling interface.

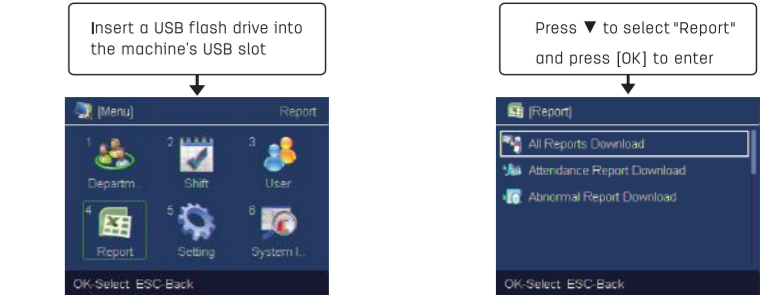


- Press ▼ /▲ to select the week to be modified and press the numerical keys to enter the corresponding shift number.
- Press ▼ /▲ to select the date to be modified, then press the numerical keys to enter the corresponding shift number.

Note: Department scheduling is the weekly scheduling method. After setting is complete, the weekly shifts will be undertaken according to the set shifts. Unscheduled departments are scheduled by default shift 1.

Note: User scheduling is the monthly scheduling method. You can set shifts for the three consecutive months. Unscheduled users are scheduled by default shift 1.

7.Download and view the report

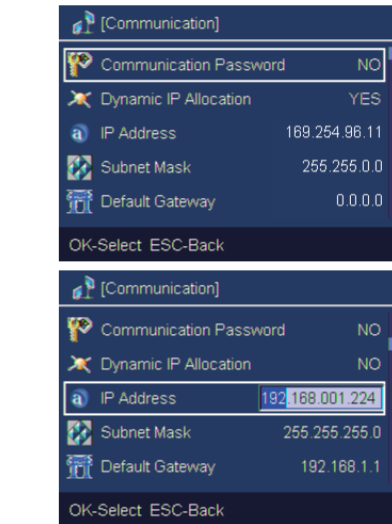


Press ▼ to select the table to be downloaded, then press [OK] to enter the download time period input interface. Press the numerical keys to input the time period to be downloaded, then press [OK] to enter the download interface.

Note:
Attendance Report: Checking Shift Setting Table is set successfully and the attendance data is summarized.
Abnormal Report: Checking the attendance record, such as early leave, late arrival, absenteeism.
Employee Attendance Record: Checking the employee's specific date and attendance time.
Employee Information Table: Checking the user's information or add new users and modify existing user information.
Attendance Setting: Setting a variety of attendance time periods for workdays, ringing time periods for alarms, etc.
Shift Setting Table: Setting the employee's workday and the appropriate attendance time period.
Management Log Table: Checking the administrator's modification record.

8.Communication settings-3747

If you have "deli Attendance System" installed on your computer, please follow the steps below to adjust the "Communication Settings" of the attendance machine. It is recommended that you use static IP assignment. For details on how to set up, please refer to the attendance management software manual.



- Press [MENU] to enter the main menu, select "Settings" -> "Communication" -> "Dynamic IP Allocation", and press [OK] to enter the changes.

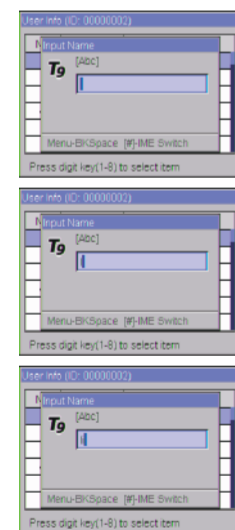
Note:
You should first modify the "Dynamic IP Allocation" according to the assignment method of the network IP address. If it is dynamic assignment, set "Dynamic IP Allocation" to Yes to complete the communication settings; if it is static assignment, please set "Dynamic IP Assignment" to No and modify the IP address in the menu.

- Press the ▼ key to select the "IP Address" menu. After finishing, press [OK] to save and exit.

Note:
When the computer is connected to a network, the first three segments of the IP address of each machine must be the same as the computer, while the value of the fourth segment cannot be the same. As shown on the left, 192.168.0.0 are the first three segments, and 224 is the fourth segment.

Appendix I T9 input method instructions

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



Press [OK] to activate the T9 input method. Press the # key to switch to the corresponding input method.

For example, to input "li" press number "5" three times to select letter "l".

Press number "4" three times to select letter "i".

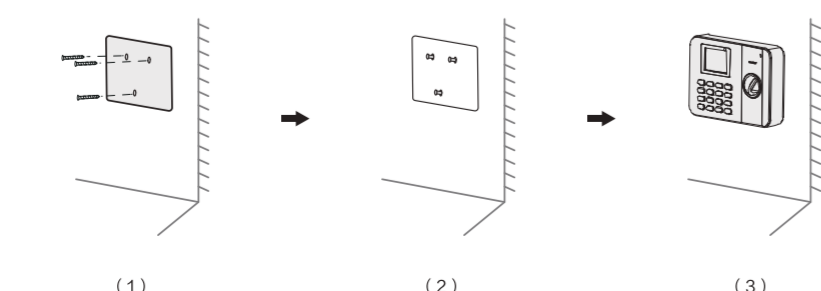
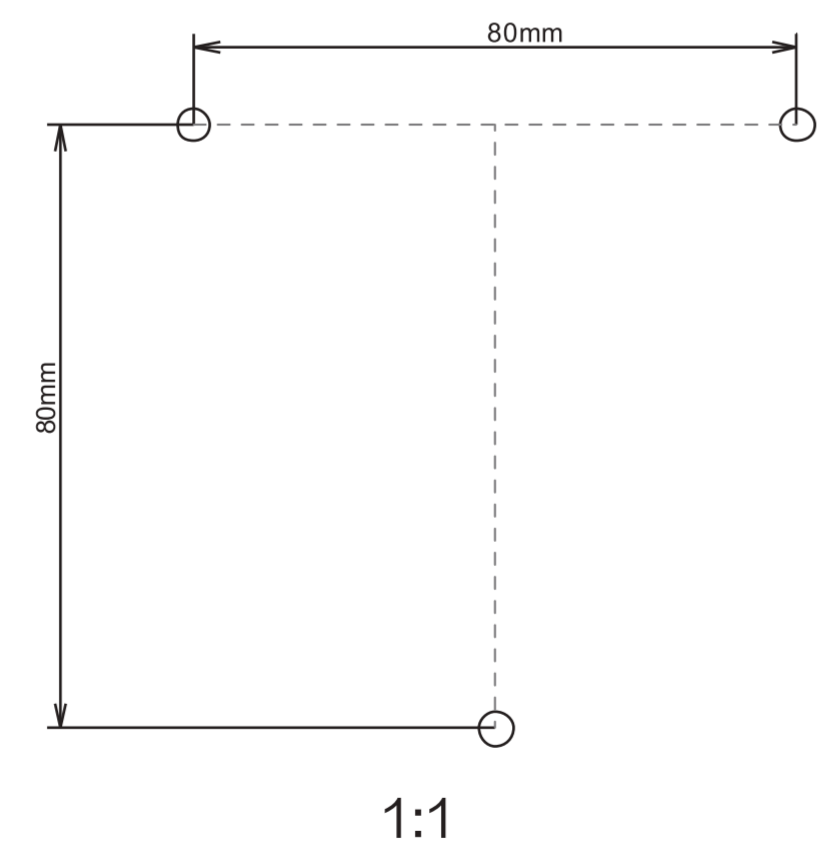
Appendix II How to quickly query employee attendance records

Press [OK] on the initial interface and enter your fingerprint to begin the query. In Date , you can select the time range for the query. Press the ▼ to select the query, and press [OK] to display the attendance record.

9.Packing list

In addition to the machine, the box also contains the following items:
■ User manual x1 ■ Power adaptor x1 ■ Expansion pipe x3 ■ Screws x3

Positioning hole



PRODUCT WARRANTY CARD

Thank you for purchasing our products. For insuring their interests, customers who purchased our products can contact local dealers or contributing maintenance station and present invoices and warranty cards if any glitch occurs due to product quality.

- Malfunctions arise under regular usage within a year since purchase, our company provides free repairment and component replacement accordingly.
- This Warranty Card and invoice are proof for us to offer customers aftersale services, it's valid after filling out detailed forms below and stamped official seal by dealer.
- Free warranty services are unavailable and charged services are given if any of following items are applied.
(1)Expired valid warranty period.
(2)Damage caused by improper usage, maintenance or reserve which failed to follow instructions given by the user's manual.
(3)Glitches and malfunctions caused by unauthorized disassembly, repairment, refit.
(4)Damage and malfunctions caused by force majeure.
(5)Easily damaged components and accessories.

The card is attached to product and one for each, please keep it well to insure your right to receive our free-of-charge maintenance services. No replacement will be given if lost.

Date of Purchase: ____Y ____M ____D

Product Info.	Product Name	Serial No.		
	Ref. No.	Date of Manufacture		
Customer Info.	Name of Company	Contact Name		
	Address	Phone No.		
Sales Info.	Name of Seller	Contact Name		
	Address	Phone No.		
	Date of Selling	Invoice No.		
Maintenance Records	Malfunction Statement	Results of Repairment	Sign by Customer	
			Sign by Repairment Conductor	
				Date

This part can be cut through this dotted line and kept by dealer.

Product Info.	Product Name	Serial No.		
	Ref. No.	Date of Manufacture		
Customer Info.	Name of Company	Contact Name		
	Address	Phone No.		
Sales Info.	Name of Seller	Contact Name		
	Address	Phone No.		
	Date of Selling	Invoice No.		
Maintenance Records	Malfunction Statement	Results of Repairment	Sign by Customer	
			Sign by Repairment Conductor	Date