PRODUCT CERTIFICATE

Inspector: _____

Manufacturing Date: _____

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Keep for future use

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deli

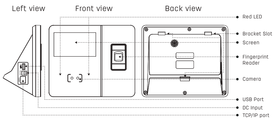
USER MANUAL

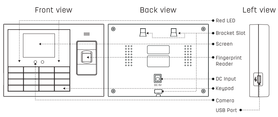
FINGERPRINT & FACE TIME ATTENDANCE MACHINE

3765PRO、13750

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



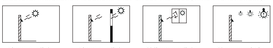


2.Device installation environment

1.Recommended install location

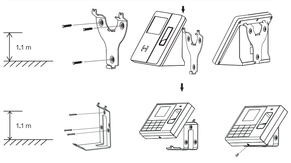
Install the device indoors, at least 3 meters away from a window, and 2 meters away from a light source. It is not recommended to be placed near a window or outdoors.

2.Several installation locations that affect the recognition functionality.



Direct sunlight | Direct sunlight through windows | Oblique sunlight through windows | Close proximity to light bulbs

3.Installation method



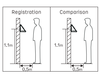
1. It is recommended that the height from the baseline to the ground is 1.1 meters (applicable to the height range of 1.55 meters to 1.85 meters), which can be adjusted according to the overall height of the personnel; if the installation height is 1.2 meters, the height range is 1.65 meters or more.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

4.Location of use

1. Recommended position for the standing user.

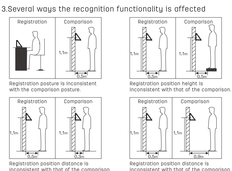
The recommended distance between the user and the machine is 0.3m-0.5m (for users 1.55m-1.85m in height), which can be adjusted according to the facial image obtained by the device. If the facial image is large, it can be moved backwards; if the facial image is small, it can be moved forwards.

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 not recommended that you maintain a distance between your face and the machine of 0.3-0.5 meters when registering.

3.Several ways the recognition functionality is affected



Registration posture is inconsistent with the comparison posture.

Registration position height is inconsistent with that of the comparison.

Registration position distance is inconsistent with that of the comparison.

Registration position distance is inconsistent with that of the comparison

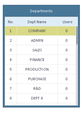
Tip: Maintain a natural facial expression and standing posture during registration and use.

5.Keyboard description

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

13750 is a touch screen with no buttons

6.Department setup



Press【MENU】to enter the main menu, press【OK】and select "User"→"Departments", and press 【OK】to enter the department settings interface. Press ▲▼ 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

1. Press【MENU】to enter the main menu, press【OK】and select "User"→"Enroll", then press 【OK】to enter the user registration interface.
2. 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.

Department: After pressing 【OK】, press the ▲▼ keys to select the department from the list.

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 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.

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

Privilege: After pressing 【OK】, press the ▲▼ keys to select the permissions to register for the administrator.

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.

8.Set attendance rules

[Attendance Rules]
Verification Mode
FACE+FINGER
Recently Unused Time
1Mon
Duty-On Late
0Min
Duty-Off Late
0Min
Cycle Delete Attendance Record
Press【MENU】to enter the main menu and press ▼ to select "Attendance Rules", then press【OK】to enter the interface from within which you can set rules as needed.

9.Set shifts

1. Press【MENU】 to enter the main menu, press ▼ to select "Attendance Settings"→"Shift Time Zone".
2. 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;
3. Press ▼/▲ to select the time period to be modified, and press the numerical keys to enter the shift start and end times.

Note: The default is shift one

10.Scheduling employees

Press【MENU】 to enter the main menu, and press ▼ to select "Attendance Settings"→"Shift Arrangement", Press【OK】 to enter the menu. You can choose between two modes: department scheduling or user scheduling.

① Scheduling by department:

1. Press the numerical keys to enter the number of the department to be edited, and press【OK】 to enter the department shift scheduling interface;
2. Press ▼ / ▲ to select the week to be modified and press the numerical keys to enter the corresponding shift number.

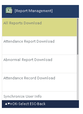
Note: Department scheduling is the weekly scheduling method. After setting is complete, the weekly shifts will be undertaken according to the set shifts. Unscheduled departments are scheduled by default shift 1.

② Scheduling by user:

1. Press the numerical keys to enter the employee number of the user to be edited, then press 【OK】 to enter the user scheduling interface;
2. Press ▼ / ▲ to select the date to be modified, then press the numerical keys to enter the corresponding shift number.

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

11.Download and view the report

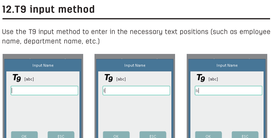


1. Insert a USB flash drive into the machine's USB slot;
2. Press ▼ to select "Report Management" and press 【OK】 to enter the menu;
3. Press ▼ to select the table to be downloaded, then press【OK】to enter the download time period input interface. Press the numerical keys to input the time period to be downloaded, then press【OK】to enter the download interface.

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.

12.T9 input method

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



1. Press【OK】 to activate the T9 input method. Press the # key to switch to the corresponding input method.
2. For example, to input "li" press number "5" three times to select letter "l".
3. Press number "4" three times to select letter "i".

13.How to quickly query employee attendance records

1. Press【OK】on the initial interface and enter your face/fingerprint to begin the query;
2. 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.

14.Packing list

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

1. Attendance machine user manual ×1
2. Power adaptor ×1
3. Expansion pipe ×3
4. Screws ×3
5. M3 screw ×1
6. Bracket ×1

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.

1.Malfunctions arise under regular usage within a year since purchase, our company provides free repairment and component replacement accordingly.

2. 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.

3. Free warranty services are inavailable and charged services are given if any of following items are applied.

(1)Expired valid warranty period.

(2)Damage caused by inproper 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.	

	Malfunction Statement	Results of Repairment	Sign by Customer	Sign by Repairment Conductor	Date
Maintenance Records					

This part can be cut through this dotted fine 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.	

	Malfunction Statement	Results of Repairment	Sign by Customer	Sign by Repairment Conductor	Date
Maintenance Records					