U300 F2 Fingerscan Quick Setup Guide

DEVICES

Devices are also known as time clocks, collection devices, units etc. The Employees Name and User ID (payroll number) has already been loaded into your device.

You may notice some of the images below are not identical to ones on the devices.

<u>Setting the IP Address in the Device</u>

1. Press M/OK from the Check In screen.
2. Use the right arrow to highlight the Comm. Icon. Press OK
3. On this screen the highlighted line should be Ethernet – Press OK
4. Enter the allocated IP address into this section eg.192.168.1.201 You can use the UP/Down arrows to move between the dot sections.
5. Press OK to confirm. You may return to the main menu by pressing ESC.

<u>MAC Address</u>

As an added security feature, your IT person may request the MAC address.

1. Press M/OK. A screen should appear.
2. Use the arrow to highlight the Sys Info icon. Press M/OK
3. Arrow over to the Device tab and the MAC address will be displayed on the screen.

The device is connected via the IP address to your software. Congratulations!

ENROLLING EMPLOYEE FINGERS

** The Fingerscan unit needs to be attached to the wall when registering finger templates.

1. From the Check In screen press M/OK
2. On the Main Menu screen, the User icon should be highlighted. Press M/OK.
3. Arrow down to All Users icon.
4. The screen with numerous employees should appear. Here you can use the up and down arrows to scroll through the employees names to edit the employees details. Alternatively key in the employees Payroll Id number and the name should appear. When you have the employee name highlighted press OK then arrow down to the Edit option. Press OK. Use the arrow keys to highlight Fingerprint. Press OK.
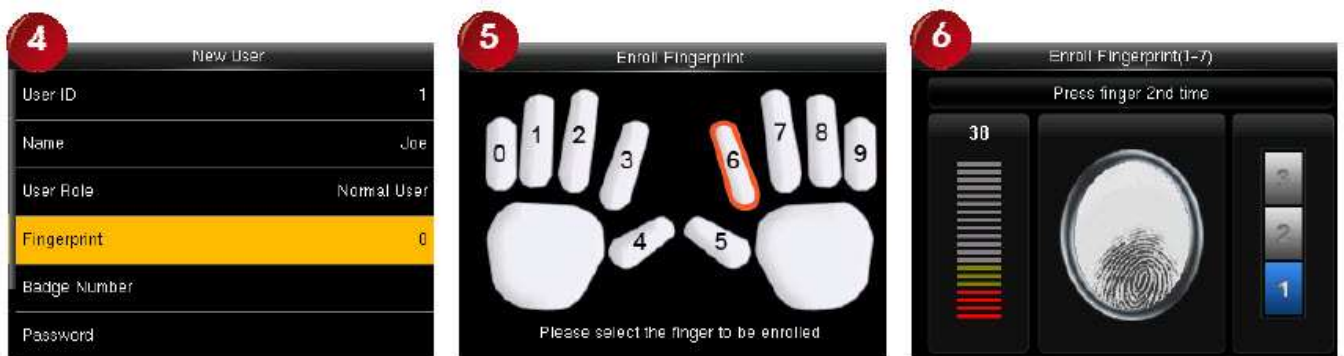
5. Follow the screen instructions by selecting the finger to be scanned and do the registration process (three scans of the same finger) Successful enrolment will appear on the screen. We suggest you enrol more than one finger, edit the employee again and follow the same procedure selecting a different finger. To return to the main menu, press ESC until the Check In screen appears.

ASSIGNING A CARD TO AN EMPLOYEE

Follow instructions 1-3.

4. Arrow down to Badge Number. Press M/OK
5. Place the card/tag against the keypad on the device
6. The card number should appear and the enrolment successful. To return to the main menu, press ESC until the Check In screen appears.

ASSIGNING A PIN TO AN EMPLOYEE

Follow instructions 1-3.

4. Arrow down to Password. Press M/OK
5. Input a FOUR digit number (no leading zeros)
6. Re-type FOUR digit number. The employee screen should appear and meaning the enrolment was successful. To return to the main menu, press ESC until the Check In screen appears.

Alternative method for PIN Registration

1. In the TLM Attendance Manager software click on the Employee Icon
2. Edit the employee. Enter a four digit PIN in the empty PIN field. Do Not use a ZERO as the starting number. Click Save.
3. Click on Devices and update device.

When a staff member only uses a PIN, they will need to enter their Payroll ID number then press OK. It will then prompt for the PIN then press OK again. Device will show name and say thank you.