

Keylock **8800**

Essential Fingerprint RFID
Door Lock System

User Guide

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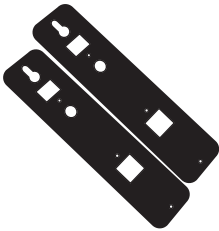
- Browsing Attendance Logs
- Device Information

1 • Getting Started

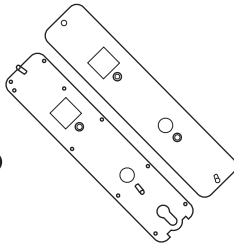
VIEWING THE USER GUIDE IN THE INTERNET

The Keylock 8800 User Guide is available in the package when you purchased the FingerTec Keylock 8800. The User Guide is also available online at fingertec.com and user.fingertec.com. Choose the language you prefer for your User Guide.

INCLUDED ACCESSORIES



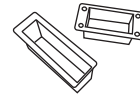
Rubber Cushion



Back Plate (Front & Back)



AA Batteries



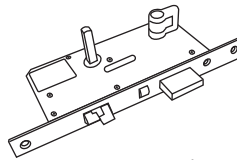
Keyhole Blocker



Shaft



Key Latch



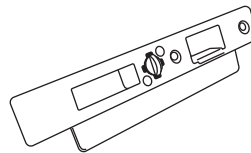
Door Frame Panel



RFID Keychain (5pcs)



Keys



Latch Receiver



Screws

INCLUDED PRINTED MATERIALS

- FingerTec Comprehensive DVD
- Quick Start Guide
- Pamphlet
- User Enrollment Template Form
- Warranty Card

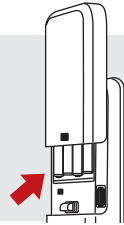
INSTALLING KEYLOCK 8800

View the video guide of Keylock 8800 installation from this link.

<http://user.fingertec.com/user-vd-KEYLOCK8800.htm>

ACTIVATING KEYLOCK 8800

Insert four AA batteries to the back of Keylock 8800 and push the OK/Menu button to activate the Keylock 8800. 4 AA Batteries can last up to approximately 4000 standard operations.



REGISTERING WARRANTY

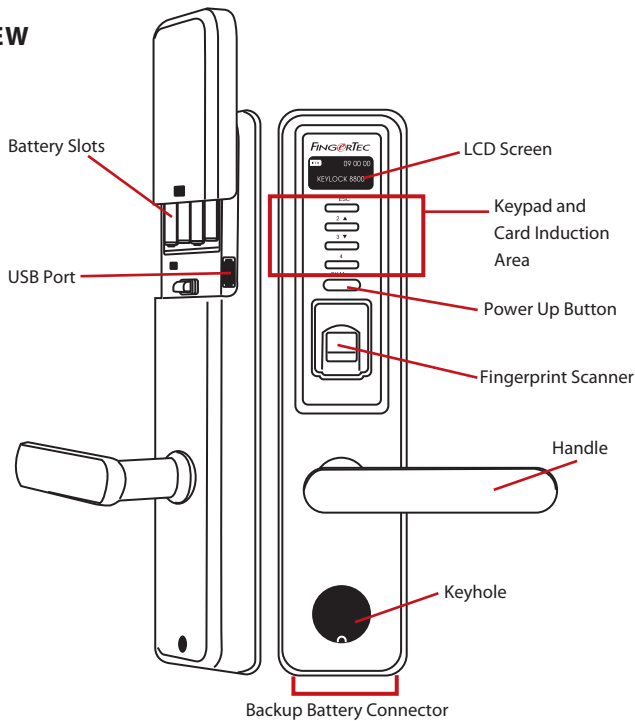
Make sure that you register your Keylock 8800's warranty with us at fingertec.com/ver2/english/e_main.html#.

2 • Basics

INTRODUCTION

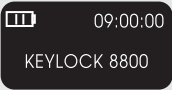
FingerTec's Keylock 8800 is a breakthrough in mechanical doorlock design featuring superior attributes. Keylock 8800 offers fingerprint verification method, password and card system, all in one machine for a convenient operation process. Enrollment and management of users are made easy by an LCD screen and simple buttons. An administrator can do enrolment, deletion and amendment of user(s) at Keylock 8800 easily. Keylock 8800 is also designed to allow data transmission through USB Flash Disk. Keylock 8800 comes with a mortise lock for better security.

OVERVIEW



Item	Function
LCD Screen	To display status of battery, status of Keylock 8800, date and time.
Keypad	To input instructions to Keylock 8800 and perform configuration.
Card Induction Area	To read the card information based on the card system of Keylock 8800.
Power Up Button	To power up the Keylock 8800 device from idle mode.
Fingerprint Scanner	To scan fingerprint for confirmation of identity.

Item	Function
Keyhole	Open the cover to find the keyhole if you want to unlock the door by using a mechanical key.
Battery Slots	To insert four pieces of standard AA batteries for power
USB Port	To connect the USB extension provided to download/upload data from/to Keylock 8800



Battery Indicating the life of the batteries in the Keylock 8800.
Time / Date Showing the time and date set for the Keylock 8800
Status Displaying Status of the Keylock 8800. "Keylock 8800" gives an indication that the Keylock is ready for use.

REACTIVATING KEYLOCK 8800

Keylock 8800 is an energy-saving devise. Right after every use, the Keylock 8800 will return to its idle status. Press the OK/Menu button to reactivate Keylock 8800.

KEYPAD

1/ESC	To return to the previous instruction / To input number 1
2/▲	To go up and to change the number ascendingly / To input number 2
3/▼	To go down and to change the number descendingly/ To input number 3
4	To input number 4
OK/Menu	To access to main menu and to confirm a certain instruction

HOW TO ACCESS MAIN MENU

Administrator is required before any fingerprint users are enrolled inside the Keylock 8800. When administrator's fingerprint templates are deleted, no new user enrollment could be performed without doing a new supervisor's enrollment. However, a normal user could assign himself as an administrator to access the system menu.

To register as an administrator:

Keep on pressing OK/Menu button (approximately 5-8s) until you can view the Main Menu. Only enrolment of administrator is allowed when you access it the first time.

Press OK/Menu (long) > User Manage > Enroll Admin > Choose between these 3 enrolment types: Enroll FP/ Enroll PWD / Reg RFID > Follow the instructions given on the screen > Press OK(Save) to save to Main Menu

Once an administrator is enrolled in the Keylock 8800, any attempt to access into the Main Menu will prompt the terminal to display “Admin Affirm”. The administrator’s fingerprint or password is required to access to other features.

SETTING OF DATE AND TIME

Keylock 8800 is useful for time attendance and door access control. To make sure that the device is capturing the correct date and time of an access. Main Menu > Options > System Option > Set Date Time > OK

SETTING LANGUAGE

Select language for Keylock 8800 according to your preference. Menu > Options > System Option > Select Language > OK

CLEANING

Wipe Keylock 8800 with a dry piece of cloth to maintain the shine of the terminal.

Clean Fingerprint Clean the fingerprint scanner with a microfiber cloth.

RESTARTING AND RESETTING KEYLOCK 8800

If something isn’t working right, try restarting or resetting Keylock 8800.

Restart Every Keylock 8800 comes with two sets of mechanical keys for emergency. To restart the unit, you need to access using mechanical key. Open the back plate and remove one of the batteries. Put it again and press OK/Menu button to turn on Keylock 8800.

Reset Make sure that you have confirmed to reset all the settings back to factory settings because once you press the OK button. To reset to factory setting, press Menu > Options > System Options > Adv Options > Reset Opts > OK

Please contact support@fingertec.com in cases where you need to bypass the administrator’s privilege and reset the unit. FingerTec Worldwide would require some verifications from you before any information is released.

3 • Main Menu – Managing Users

ENROLLING USER

Keylock 8800 can contain up to 500 fingerprints, 100 passwords and 500 RFID cards.



Fingerprint Enrollment It is recommended to enroll two fingers for one user ID. One template is default and another one is used for backup. You need to check the quality of the fingerprint before doing any fingerprint enrollment. It is important to locate the center points of the finger because the center points has to be placed in the middle of the scanner during enrollment to get a good reading. You also have to make sure that the fingers are not too wet or too dry for enrollment.

To enroll fingerprint Menu > User Manage > Enroll User > Enroll FP (Follow the instructions given onscreen) > OK(Save)

Card Enrollment Default card for Keylock 8800 is RFID. MiFare and HID card systems are available upon request.

To enroll RFID card You have to know the card system of your Keylock 8800. For default Keylock 8800, the card system is RFID. To enroll RFID cards: Menu > User Manage > Reg RFID (Follow the instructions given onscreen to proceed)

To enroll MiFare card You need to make a special order for Keylock 8800 Mifare system. The Main Menu for the mifare system is different in comparison to the standard default menu.

Menu > User Manage > FPCard Mng

Create PINcard This feature is to create identification card without storing any fingerprint.

Menu > User Manage > FP Card Mng > Create FPCard (Follow the instructions onscreen)

Enroll FP Card Before enrolment of FPCard can be done, administrator needs to Create fingerprint card first. This enrolment needs fingerprint template to enroll into the card.

Menu > User Manage > FP Card Mng > Enroll PINcard (Follow the instructions onscreen)

Create FP Card Use this function to create a card that is ready to accept fingerprint before you move to the Enroll FP card function.

Menu > User Manage > FP Card Mng > Create FP Card (Follow the instructions onscreen)

Empty Card Use this function to empty the contents in a card. To delete the contents in the card: Menu > User Manage > FP Card Mng > Empty Card

When you see "Write Suc", the card has been emptied and can be reused

Password Enrollment Keylock 8800 offers different enrolment methods and password can be used alone or in combination with fingerprint verification method. Password consists of combination of number 1-4 and maximum length of password is 10 digit.

To enroll password Menu > User Manage > Enroll User > Enroll Pwd (Follow the instructions given onscreen) > OK(Save)

To enroll fingerprint and password Menu > User Manage > Enroll User > Enroll FP & PW (Follow the instructions given onscreen) > OK(Save)

(MiFare model only)

VERIFYING USER

Verification Method	What Is It For
1:N (One to Many)	1:N verification does not require any input of your user ID. Place your finger properly on the scanner and Keylock 8800 takes second to verify your identity. Press OK/Menu button to get the terminal to reactivate. You don't need to identify your User ID before inputting any biometrics feature for verification. Place your finger for verification.
Password Verification	Press OK/Menu button to get the terminal to reactivate. Key in your password to get verified.
Card Verification	Press OK/Menu button to get the terminal to reactivate. Wave your card in front of the terminal to get verified

Some precautions have to be taken to get a good read every time.

- Make sure the center points of your finger are placed in the middle of the scanner for a good read.
- Recommended to use index finger. Keylock 8800 accepts other fingers but index is the most convenient.
- Make sure the finger is not wet, too dry, injured or dirty
- Do not press hard on the sensor, just place it comfortably
- Avoid direct sunlight or very bright light

Voice / Message	What does it mean?
“User ID XXXXX”	Identity verification is successful, Keylock 8800 stores the transaction logs and opens the door.
“Please Try Agn”	Identity verification is failed because the finger is not properly positioned or the template is not available in Keylock 8800.
“Admin Affirm”	You are not the administrator of the system and you cannot access Menu page
“Error Pwd”	Identity verification is failed because you have entered the wrong password into Keylock 8800.
“Invalid Card”	The card you are using is not enrolled or the card is damaged.

DELETING USER

Only an administrator can do user deletion at Keylock 8800. To delete certain user(s), press Menu > User Manage > Delete User > Enter the user ID of the person you want to delete. The Keylock 8800 would delete fingerprint or password first before prompting you to delete the user. If you are sure you want to delete the user, press OK.

ACCESS LEVEL/PRIVILEGE

Keylock 8800 offers two types of access level or privilege.

Privilege	What can you do?
Supervisor	You are allowed to access into menu to enroll users and edit settings and system
Admin	You are allowed to access into menu but not allowed to access Adv Settings. Advance Settings allows deletion of logs, data and users.
Normal User	Only use Keylock 8800 to verify your identity. You cannot access into Menu and make changes into settings and system

4 • Door Access Options

ENABLING ALARM

Keylock 8800 is equipped with a buzzer to alert users when unauthorized user is trying to access the Main Menu. This function works in sync with setting of Illegal Times in Keylock 8800. When an unauthorized person tries more than the allowed number of tries, Keylock 8800 will trigger the buzzer if the buzzer is enabled. Menu > Options > Operate Opt > Alarm > Y/N

NUMBER OF TRIES ALLOWED

You can set the number of tries allowed in Keylock 8800 as a security measure. When a user exceeds the number of tries; buzzer would be triggered if the buzzer is enabled. Default is 10 but the range is 0-99. Menu > Options > Operate Opt > Illegal Times > Insert the number

If a user tried more than allowed times, the buzzer will trigger a long beep at 30s. No operation can be performed on this unit during the 30s and the machine will shut down right after the period. To activate, push the ok/menu button and an authorised user must be verified in 30s or the buzzer will be triggered again.

LOCK (PERIOD OF DOOR OPENING)

The door would allow you to open the door at a certain period following verification. You can determine the period for the door to open after verification. Default is 5s and the range is between 0-99s. Once the period is finished, the lock will be locked and would not respond when you turn the handle. Menu > Options > Operate Opt > Lock > Insert the number.

VERIFICATION MODE SETTING

Verification Mode is setting of security level of verification to gain access. There are 3 verification modes available to choose from.

0 - Only allowing administrator to access

1 - Allowing all users to access

2 - All users must be verified by 2 different types of verification to gain access for example fingerprint and password, Mifare card with fingerprint and fingerprint, RFID card and password, RFID card and fingerprint etc. All users must enroll with 2 different methods.

NOTE: *The above settings only take effects when the Card Only feature is set to N. Refer to page 9.*

TYPE OF VISITOR MODE

You can set the visitor mode according to your own requirements. Some people might want the door to close all the time and access only through verification of identity. This mode is called Normally Close or NC.

There are rooms that require the door to be opened at all times after initial verification. This mode is known as Normally Open or NO.

Determine your visitor mode: Menu > Options > Operate Opt > Normal Open > Yes/No

CARD ONLY OPTION

Should you want to use Card Only for Keylock 8800 without applying any other verification methods, set it here: Menu > Options > Operate Opt > Card Only > Y/N
(MiFare model only)

RESETTING TO ORIGINAL FACTORY SETTINGS

There are some instances, which require you to restore Keylock 8800 to original factory settings. Upon completion of this task, your previous settings would no longer be available. You need to do all the settings to suit to your requirements. Menu > Options > System Opt > Adv Options > Reset Opts

DELETING LOGS

Logs are the data stored by Keylock 8800 after enrolment and verification. Once you deleted the logs in Keylock 8800, data could not be retrieved again. Please be sure before you carry out this function, as the function cannot be undone. Menu > Options > System Opt > Adv Options > Del Logs > OK

CLEARING ALL DATA

To clear all data in Keylock 8800, not only the transaction logs but also user information. Please be sure before you carry out this function, as the function cannot be undone. Menu > Options > System Opt > Adv Options > Clear All Data > OK

CLEARING ADMIN PRIVILEGE

Keylock 8800 offers two user privileges, Supervisor and Normal User. Clearing the admin privilege is deleting supervisor from the system making the system vulnerable for access. Be sure before you perform this function. Menu > Options > System Opt > Adv Options > Clr Admin Privilege > OK

NOTE: *When administrator's fingerprint templates are deleted, no new user enrollment could be performed without doing a new supervisor's enrollment. However, a normal user could assign himself as an administrator to access the system menu.*

DELETE S LOGS

S logs stands for scanner logs, which means the number of times the scanner has been used for verification, regardless of successful or not. To delete the scanner logs: Menu > Options > System Opt > Adv Options > Del SLogs > OK

(MiFare model only)

5 • Managing USB Flash Disk

USING USB TO DOWNLOAD/UPLOAD DATA

USB flash disk is useful to download and upload data from Keylock 8800. The only way Keylock could communicate with the PC is through data transfer via USB. To determine the type of USB compatible by FingerTec® terminal, please refer to this link at fingertec.com/newsletter/HL_74.html

You have to insert a USB flash disk at the USB port located inside the back of the Keylock 8800 terminal. Refer to page3. Once the USB flash disk is ready, run this function: Menu > PenDrive Mng

USING USB TO DOWNLOAD LOGS

Logs for verification done at Keylock 8800 can be downloaded to TCMS via USB. Menu > PenDrive Mng > Download Lg

USING USB TO DOWNLOAD USERS

To download users from keylock 8800 to Software: Menu > PenDrive Mng > Download User

USING USB TO UPLOAD USERS

To upload users from Software to Keylock 8800: Menu > PenDrive Mng > Upload User

USING USB TO UPDATE FIRMWARE

To upload firmware to Keylock 8800: Menu > PenDrive Mng > Upd FW

6 • System Information

BROWSING ATTENDANCE LOGS

You can get the attendance data of any user through this function. Key in the user ID and the terminal will display the appropriate data. Menu > Sys Info > Browse AttLogs.

Information About Used Space

Information	What does it stand for?
User Cnt	The quantity of the fingerprint templates that have been stored in Keylock
FP Cnt	The quantity of fingerprints that have been stored in Keylock 8800
Log	The quantity of transaction logs that have been stored in Keylock 8800
Admin Cnt	The number of administrators you have in the Keylock 8800
Pwd User	The number of password users you have in the Keylock 8800
S Logs	The number of times the scanner have been touched for enrollment and verification.
Reg RFID	The number of RFID card users that have been stored in Keylock 8800 <i>(MiFare model only)</i>

Information About Free Space

Information	What does it stand for?
FPCnt(100)	The quantity of the fingerprint templates that are left in Keylock 8800
Log	The quantity of transaction logs that are left in Keylock 8800
S Logs	The quantity of times the scanner can be used.

DEVICE INFORMATION

You can view the information of your Keylock 8800 from this function and the information is not editable.

Information	What does it stand for?
FPCnt(100)	The total quantity of the fingerprint templates that can be stored in Keylock 8800
Log	The total quantity of transaction logs that can be stored in Keylock 8800
S Logs	The total quantity of times the scanner can be used.
Manu Time	Manufacturing Time of Keylock 8800
S/N	Serial Number of the Keylock 8800
Manufacturer	FingerTec
Device Name	Keylock 8800
Alg Version	Algorithm version of Keylock 8800
FW Version	Firmware version of Keylock 8800

OTHER RESOURCES

Information About FingerTec

TO LEARN ABOUT	GO TO?
Company and the products	www.fingertec.com
The latest updates	Facebook Fan Page: FingerTec Worldwide Twitter: FingerTec To subscribe for FingerTec newsletter: info.fingertec.com/subscribenewsletter
Technical Tips and Latest Product Updates and Upgrades	user.fingertec.com
Email	info@fingertec.com (Sales) support@fingertec.com (Technical)
Register for Warranty	info.fingertec.com/productwarranty
FingerTec Accessory	accessory.fingertec.com

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