

# TA300

Desktop Time and Attendance  
Fingerprint Terminal

## User Guide



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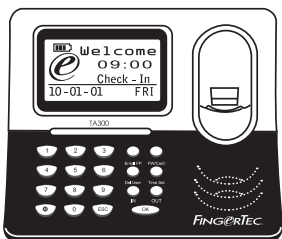
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# 1. GETTING STARTED

## Viewing the User Guide in the Internet

The User Guide is available in the package when you purchase the terminal. The User Guide is also available online at [fingertec.com](http://fingertec.com) and [user.fingertec.com](http://user.fingertec.com). Choose the language that you prefer for your online User Guide.

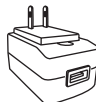
## Terminal Included Accessories



TA300 fingerprint terminal



USB cable



DC 5V power Adaptor

## Included Printed Materials

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

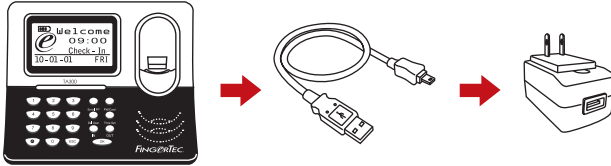
## Using Terminal

View the video guide of Terminal operations at this link <http://user.fingertec.com/user-vid-TA300.htm>.

# Activating Terminal

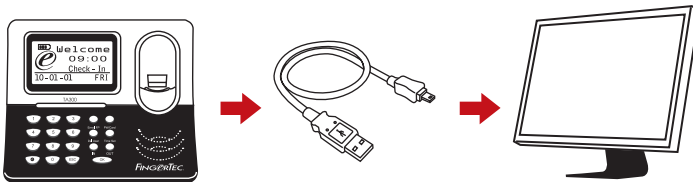
The Terminal supports 3 types of power input.

## DC5V POWER ADAPTER



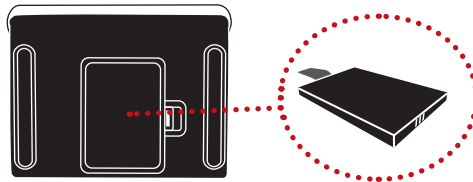
Connect the DC5V power adapter directly at a power source to up the terminal and to charge the internal battery. Removal of the internal battery will not jeopardize the performance of the terminal as long as the terminal is linked to a DC5V power adapter.

## PC USB PORT



You can connect the USB cable provided to a PC USB port to charge the internal battery and to the terminal. If you can remove the internal battery, the terminal will keep working from the power received from a PC USB port.

## INTERNAL BATTERY



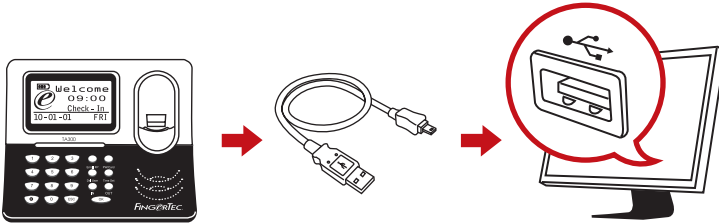
Charge the internal battery using either the DC5V power adapter or PC USB port. After the battery has been fully charged, you can unplug all the other power supplies. Refer to the battery icon on the terminal LCD for the status of the remaining power. Charge when necessary.

## TURNING OFF/ON THE TERMINAL



To turn OFF press and hold the button for 3 sec.  
To turn ON press once.

## Connecting the Terminal to a Computer



Connect the terminal to a PC USB port using the USB cable. You can only connect one terminal to the PC USB at a time. Unplug the terminal from the PC after data transfer is done, and then plug in another unit to repeat the process.

## Registering Terminal

Make sure that you register your terminal's warranty with us at [fingertec.com/ver2/english/e\\_warranty.htm](http://fingertec.com/ver2/english/e_warranty.htm).

## 2 • BASICS

### Introduction to Terminal

TA300 is the latest time attendance machine from FingerTec that works like a mobile gadget, a desktop standalone fingerprint reader that does not require installation. The simplicity and mobility of the TA300 makes it suitable for tasks that require attendance on the go such as training centers, tuition centers, construction workers, etc. Having an internal battery that can last up to 5 hours of normal usage, the TA300 is not only competitively priced, it also provides extra convenience to users.

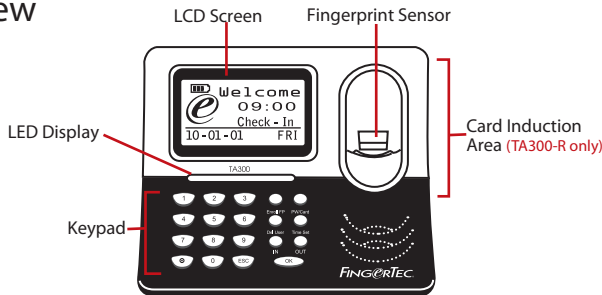
The TA300 is also ideal for small and medium companies that are looking for cost effective time clocking system that can increase efficiency in managing human resources. Employees check in and out using the TA300, and by the end of the day, all you need to do is to plug the USB cable into your PC and download the data into powerful TCMS V3 software for attendance reports.

The TA300 can contain up to 500 fingerprint templates and 30000 transactions per terminal and really gives you value for your money! Choose the TA300 for simple attendance and attendance on-the-go!

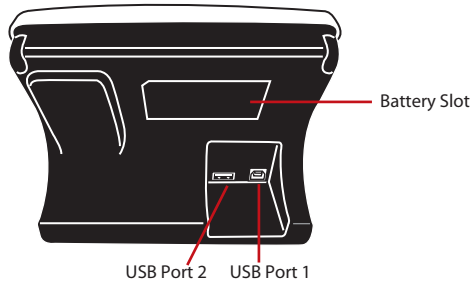
#### NOTE

The default TA300 is not embedded with any card reader, however the terminal can accept three types of card technology, RFID, HID and MiFare upon your request.

### Overview



ITEM	FUNCTION
LCD Screen	Displaying status of terminal, day, date and time.
LED Display	<b>Green LED</b> – indicating that the TA300 is in standby mode and ready to verify users, or user is verified successfully. <b>Red LED</b> – indicating that a user has failed to be verified at TA300.
Keypad	To input instructions into the terminal and to allow configuration.
Card Induction Area (TA300-R only)	Read the card information based on the card system of the TA300-R.
Fingerprint Sensor	To scanning finger for confirmation of identity.

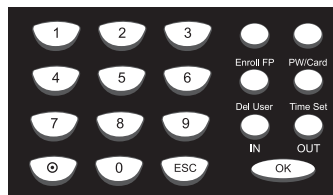


ITEM	FUNCTION
Battery Slot	Insert the FingerTec backup battery to power on the terminal.
USB Port 1	Connect the USB extension provided here to download/upload data from/to the terminal. Connect the USB extension to the power adapter provided to the terminal to power up and to charge the battery.
USB Port 2	Connect the USB extension provided to a receipt printer to print receipt after verification.



Time	Shows the time set for the terminal
Day / Date	Shows the day and date set for terminal
Battery	Shows the status of internal battery (this icon will only be displayed after inserting the internal battery).

## Keypad



0 to 9	To insert user ID or password into the terminal.
On-Off	Press and hold for 3 sec to turn off the terminal. Press once to power up the terminal
ESC	To cancel an ongoing operation



ITEM	FUNCTION
OK	To confirm an operation
Enrol FP	To start the fingerprint enrolment process.
PW/Card	To start the password enrolment or card registration process. <i>(TA300-R only)</i>
Del User	To delete users from the terminal.
Time Set	To change the date and time on the terminal
IN	To define the time you start working, or return from a break.
Out	To define the time you finish working or take a break.

## Setting of Date And Time

The TA300 is designed exclusively for time attendance, which makes the time and date crucial to the system.

### **TO SET DATE AND TIME FOR THE TERMINAL**

Time Set > Press IN or OUT to select date or time to change > Press number 0 to 9 to insert input > OK

## Changing Greeting Voice & Display Language

You can change the greeting voice and display language of TA300 to your local language.

### **TO CHANGE**

Insert 5555 > Time Set > Select language by pressing IN or OUT > OK (save) > ESC to return to the main menu.

## To Clean Fingerprint Sensor

Clean the fingerprint scanner with microfiber cloth.

## 3 • MANAGING USERS

### Enrolling User



The TA300 can contain up to 500 fingerprints and 30000 logs transaction. An administrator is required before any other users are enrolled into the TA300. Once an administrator is enrolled, any attempt to access user enrolment or deletion will prompt the terminal to display the message “Admin Affirm”. The administrator’s fingerprint or password is required to access other features.

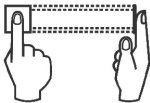
The range of User IDs offered in the TA300 is from 00001 to 65534. However, user ID 8888 is reserved for an Administrator. A normal user enrolment is not allowed to carry the user ID 8888.

### Enrolling Enrolments

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 performing any fingerprint enrolment. It is important to locate the centerpoints of the finger because the centerpoints have to be placed in the middle of the scanner during enrolment to get a good reading. You also have to make sure that the fingers are not too wet or too dry for enrolment. During enrolment or verification, do not press hard at the sensor, just place your finger on the sensor. Never enroll or verify your fingerprint under bright light or direct sunlight.



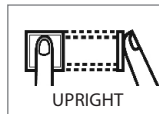
#### WHAT YOU SHOULD DO



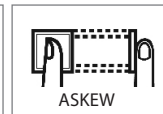
Place finger flat on the fingerprint sensor. Make sure the finger’s midpoint is placed at the center of the fingerprint sensor.



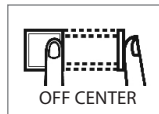
#### WHAT YOU SHOULD NOT DO



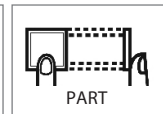
UPRIGHT



ASKEW



OFF CENTER



PART

## Enrolling an Administrator

An administrator must enroll with the user ID 8888.

**To enroll administrator with fingerprint:** Press Enroll FP > New enroll? > OK > insert 8888 > OK > Place finger on sensor to capture fingerprint for 3 times > OK (Save) > New enroll? > ESC > Backup Enroll? > OK > Place another finger on sensor to capture fingerprint for 3 times > OK (Save) > ESC to return to the main menu.

*It is recommended to enroll another finger as backup fingerprint during the enrolment process. However this is an option. To only enroll with one fingerprint, press ESC to return to the main menu after you have saved your first fingerprint enrolment.*

After an administrator has been enrolled into the TA300, normal users can no longer access the TA300 to change any settings. Any pressing on the buttons will prompt the TA300 to show the message "Admin Affirm", requesting the administrator verification to access the main menu.

## Enrolling of Fingerprint

**To enroll with fingerprints:** Press Enroll FP > New enroll? > OK > insert user ID > OK > Place finger on sensor to capture fingerprint for 3 times > OK (Save) > New enroll, Continue? > ESC > Backup Enroll? > OK > Place another finger on the sensor to capture fingerprint for 3 times > OK (Save) > ESC to return to the main menu.

It is recommended to enroll another finger as a backup fingerprint during the enrolment process. To only enroll with 1 fingerprint, press ESC to return to the main menu after you have saved your first fingerprint enrolment.

## Enrolling Password

**To enroll with password:** Press PW/Card > New enroll? > OK > insert user ID > OK > Insert password (maximum 5-digit) > OK > Re-insert password to confirm > OK (Save) > OK > ESC to return to the main menu.

## Enrolling RFID Cards (TA300-R only)

The default TA300 does not come with the RFID card reading module. You can order the TA300 the card feature by emailing us at [sales@fingertec.com](mailto:sales@fingertec.com)

**To enroll with RFID card:** Press PW/Card > Reg RFID > New enroll? > OK > insert user ID > OK > Wave the RFID card to the induction area > OK (Save) > OK > ESC to return to the main menu.

## Enrolling Mifare Cards (TA300-MC only)

The purpose of enrolling Mifare cards is to save fingerprint information into the Mifare card. The default TA300 does not come with the Mifare card reading module. You can order the TA300 with the card feature by emailing us at [sales@fingertec.com](mailto:sales@fingertec.com)

There are 7 different operations of Mifare cards in TA300.

**Create PIN card:** Creating an identification card without storing any fingerprint information into the card. The card user must do prior enrolment into TA300 with either fingerprint or password.

Press PW/Card > FP Card Mng > Create PIN Card > Insert User ID > Wave the card at the induction area > Write Suc > OK (save) > ESC to return to the main menu.

**Enroll FP Card:** Enrolling a new user and writing his fingerprint directly into the Mifare card. A fingerprint is not stored inside the TA300.

Press PW/Card > FP Card Mng > Enroll FP card > Insert User ID > Place your finger on the sensor to capture fingerprint for 3 times > OK > Wave the card at the induction area > Write Suc > OK (Save) > ESC to return to the main menu.

**Create FP Card:** Copying a fingerprint of a user from the TA300 into a Mifare card.

Press PW/Card > FP Card Mng > Create FP Card > Insert User ID > Wave the card at the induction area > Write Suc > OK (Save) > ESC to return to the main menu.

**Reg FP Card:** Registering a Mifare card that has been enrolled in another FingerTec® terminal to a TA300. TA300 can only read a particular Mifare card after this operation.

Press PW/Card > FP Card Mng > Reg FP Card > Wave the card to the induction area > Write Suc > OK (Save) > ESC to return to the main menu.

**Unreg FP Card:** Deregister a particular Mifare card from the TA300. The TA300 stops reading the card after this operation.

Press PW/Card > FP Card Mng > Unreg FP Card > Wave the card at the induction area > Write Suc > OK (Save) > ESC to return to the main menu.

**Empty Card:** This feature is to clear the contents of a Mifare card.

Press PW/Card > FP Card Mng > Empty Card > Wave the card to the induction area > Write Suc > OK (Save) > ESC to return to main menu.

**Dup FP Card:** Copying a fingerprint from a Mifare card into the TA300. The user can verify their fingerprint directly at the TA300.

Press PW/Card > FP Card Mng > Dup FP Card > Wave the card at the induction area > Write Suc > OK (Save) > ESC to return to the main menu.

**Move to FP Card:** Copying a fingerprint from the TA300 into a Mifare card. A fingerprint in TA300 would be deleted after the operation.

Press PW/Card > FP Card Mng > Move to FP Card > Insert User ID > Wave the card to the induction area > Write Suc > OK (Save) > ESC to return to the main menu.

**Card only:** Press PW/Card > FP Card Mng > Card Only > Set Yes or No by pressing IN or OUT button > OK (Save) > ESC to return to the main menu.

**Yes** – The TA300 will only read the Mifare card for user verification without asking for fingerprint verification.

**NO** – The TA300 will only read the Mifare card and will request user for fingerprint verification.

## Verification of Users

Fingerprint users can choose to use either “1 to 1” or “1 to Many” methods.

**1 to 1 fingerprint verification:** Insert user ID > OK > Place finger on sensor to capture fingerprint > Result of verification.

**1 to Many fingerprint verification:** Place finger to sensor to capture fingerprint > Result of verification. *Note: For users who always fail to verify their fingerprint by the 1 to Many method, it is recommended to use 1 to 1 method.*

**Password verification:** Insert User ID > OK > Insert password > OK > Result of verification  
**Verification of RFID card users:** Wave the RFID card on the induction area > Result of verification.

**Verification of Mifare card users:** Wave the Mifare card on the induction area > Place finger on the sensor to capture fingerprint > Result of verification

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

- Make sure the centerpoints of your finger is placed on the middle of the scanner for a good read.
- If is recommended to use the index finger. The TA300 accepts other fingers but the 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 bright light during verification process.

## Results of Verifications

Voice / Message	What does it mean?
"User ID XXXXX"	Identity verification is successful, TA300 stores the transaction logs to indicate presence.
"Please Try Agn"	Identity verification is failed because the finger is not properly positioned or the template is not available in TA300.
"Admin Affirm"	You are not administrator of the system and you cannot access Menu page
"Error Pwd"	Identity verification is failed because you have entered the wrong password into TA300
"Invalid Card"	The card you are using is not enrolled or the card is damaged.

## Deleting User

Only an administrator can perform user deletion at the TA300.

To delete certain user(s), press Del > Insert User ID to delete > OK > ESC to return to the main menu.

## Access Level/Privilege

The TA300 offers two types of access level or privilege.

Privilege	What can you do?
Normal User	Only use TA300 to verify your identity. You cannot access into Menu and make changes into settings and system
Administrator	You are allowed to access into menu to enroll users and edit settings and system

## 4 • OTHER RESOURCES

### Information About Fingertec

TO LEARN ABOUT	GO TO?
Company and the products	<a href="http://www.fingertec.com">www.fingertec.com</a>
The latest updates	Facebook Fan Page: FingerTec Worldwide Twitter: FingerTec Worldwide To subscribe for FingerTec newsletter: <a href="http://www.fingertec.com/subscribe-R/newsletter.html">www.fingertec.com/subscribe-R/newsletter.html</a>
Technical Tips and Latest Product Updates and Upgrades	<a href="http://user.fingertec.com">user.fingertec.com</a>
Email	<a href="mailto:info@fingertec.com">info@fingertec.com</a> (Sales) <a href="mailto:support@fingertec.com">support@fingertec.com</a> (Technical)
Register for Warranty	<a href="http://www.fingertec.com/GPW/warranty.htm">www.fingertec.com/GPW/warranty.htm</a>
FingerTec Accessory	<a href="http://accessory.fingertec.com">accessory.fingertec.com</a>

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