



**info** Manager  
Simple User Management

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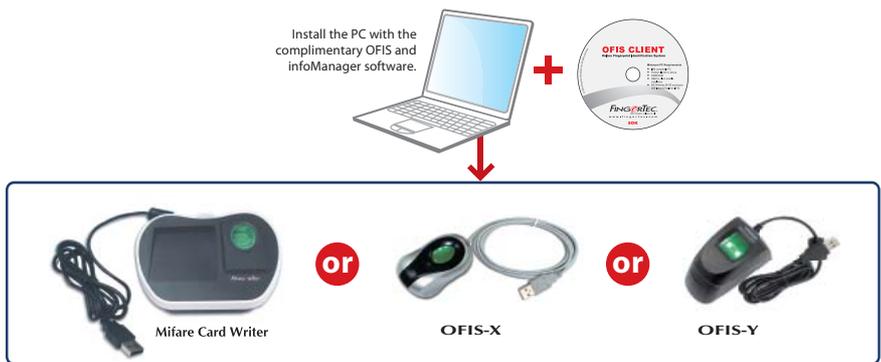
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# 1 • An Introduction

The FingerTec InfoManager software is an application that is included with every unit of FingerTec Mifare Card Writer, OFIS-X and OFIS-Y scanner. It is a basic software designed to facilitate the core functions associated with a fingerprint device. With the InfoManager, you can perform these following functions:

- Enroll a new user using the Mifare Card Writer, and OFIS scanner.
- Issue a Mifare card using the Mifare Card Writer
- Verify identity via the Mifare Card Writer and OFIS scanner.

To begin using the FingerTec InfoManager, you'll first need to install the application. Please refer to Chapter 2 for further instructions.



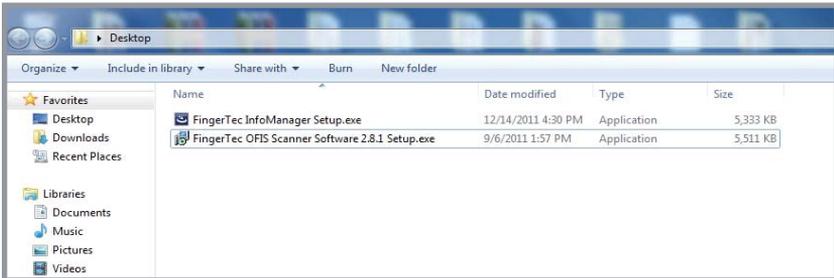
## 2 • Installing FingerTec InfoManager

To use the Mifare Card Writer and OFIS scanners with FingerTec InfoManager, you will have to install these following applications first:

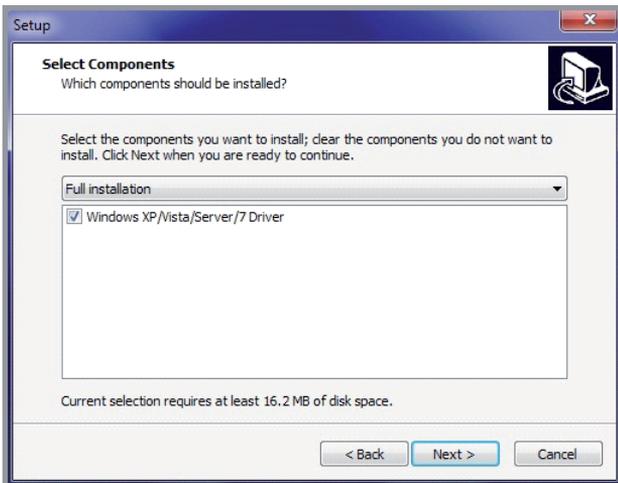
- FingerTec OFIS Scanner Software 2.8.1
- FingerTec InfoManager.

### Installing the FingerTec OFIS Scanner Software 2.8.1

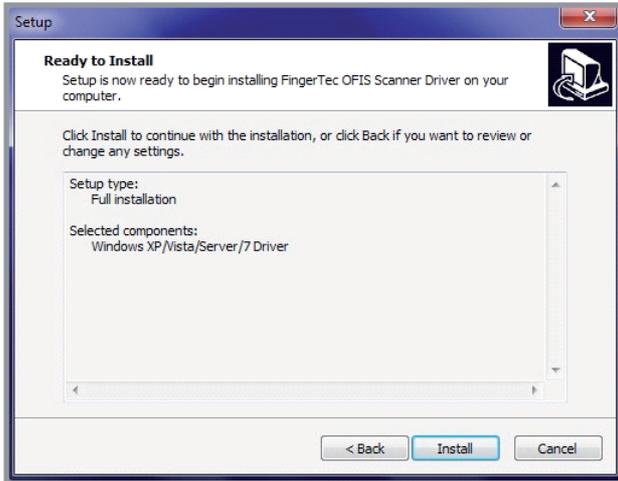
- 1) Double click on the FingerTec OFIS Scanner Software 2.8.1 Setup.exe file to start the installation.



- 2) Click **Next**, select **Full Installation** from the drop down menu, select the checkbox **Windows XP/ Vista/ Server/ 7 / 8 Driver** and click on **Next**.



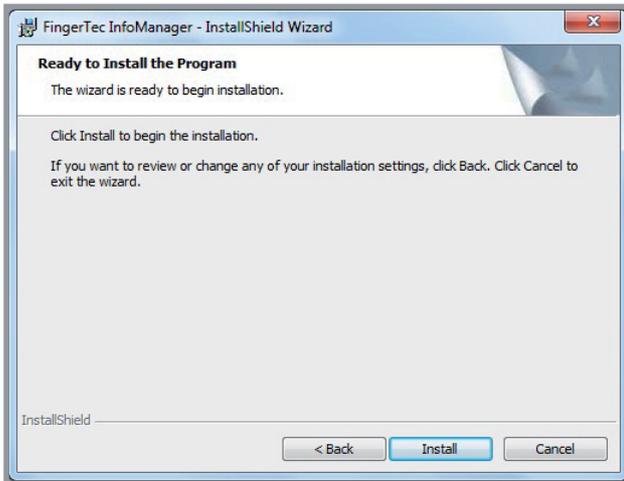
3) Click **Install** and wait for the process to complete.



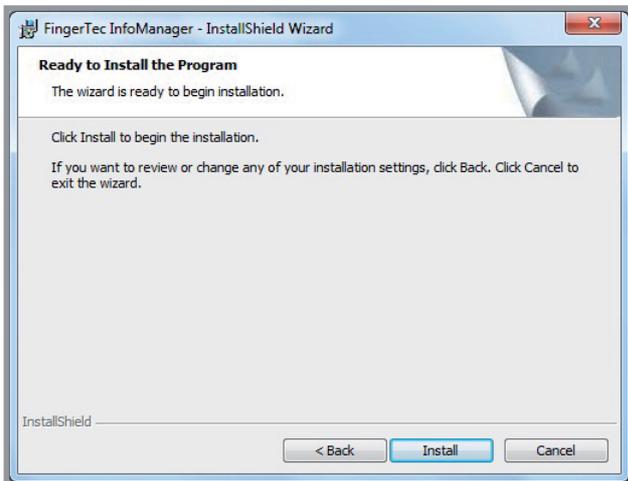
4) Once the installation is completed, select the option to restart the computer.

## Installing the FingerTec InfoManager

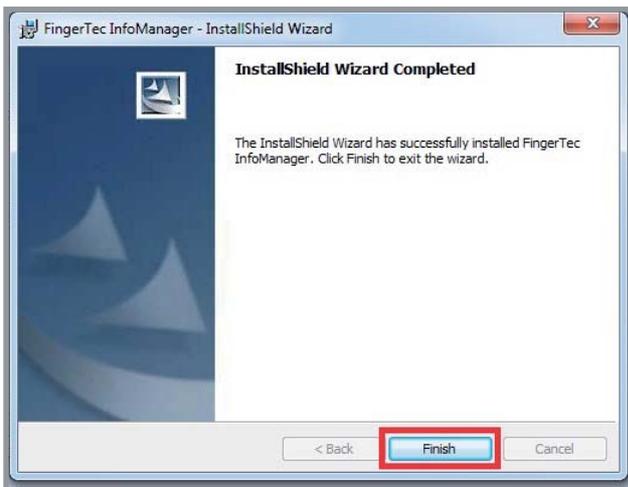
- 1) Double click on the FingerTec InfoManager Setup.exe file to start the installation.
- 2) Click **Next**, select *"I accept the terms in the license agreement"* and click **Next** again.



3) Click **Install** and wait for the installation process to finish.



4) Once the installation is complete, click **Finish**, and the device is ready to be used.



# 3 • Using FingerTec InfoManager with Mifare Card Writer

As mentioned in Chapter 1: An Introduction, the FingerTec Info Manager is a basic tool that is to be used with the Mifare Card Writer and OFIS Scanners. This chapter will discuss all the functioning of the InfoManager with the Mifare Card Writer only. The program has a set of limited functions to enroll fingerprints, issue Mifare cards and update terminals which are described below.

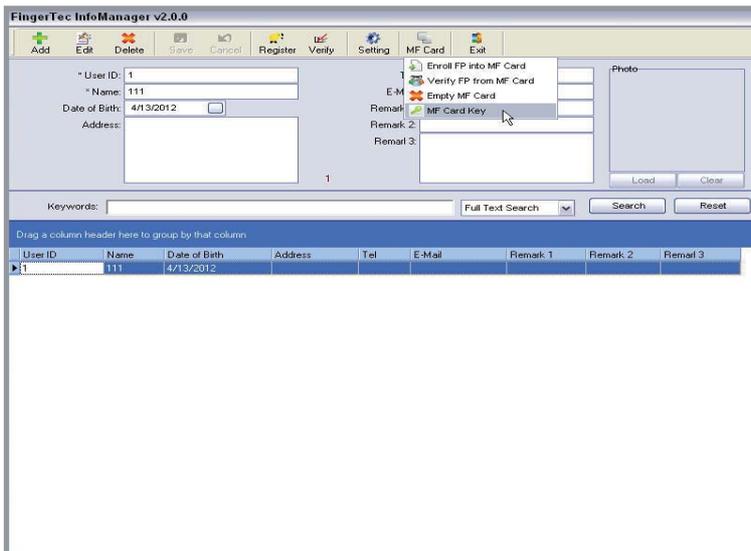
## Defining the Mifare Card Key Password

Some Mifare cards have a preset security feature in them programmed in by the supplier. This is referred to as the MF Card Key. The MF Card Key is basically a password that is needed by a system before enabling any enrollment or changes to be done when issuing the Mifare card. This feature exists to prevent unauthorized users from changing the card settings on their own.

Before proceeding with enrolling or making changes to your Mifare card, you might need to enter the Card Key password into the Info Manager first.

### **To insert the Mifare Card Key:**

- 1) Click on **MF Card** and select **MF Card Key**



2) Insert the FP Card key provided by the supplier. Click **Change** to save the password.



**Note**

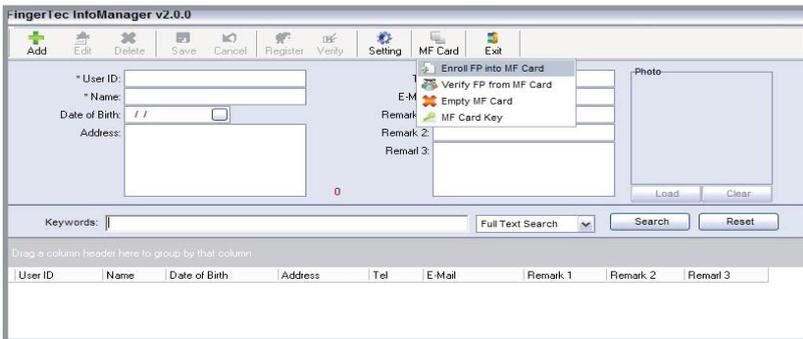
All Mifare cards provided by FingerTec have the default password: 0)

## Enrolling Users Using the Mifare Card Writer

1) Double click on the Fingertec InfoManager shortcut and input the default password - 123456



2) Click on the **MF Card** and select **Enroll FP Into MF Card**.

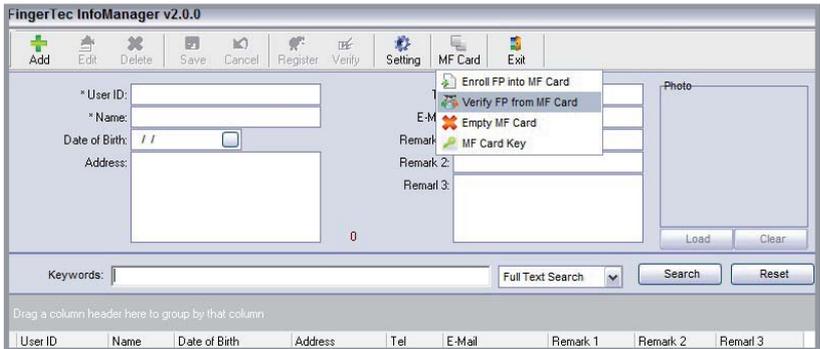


- 3) The software will prompt for the Fingertec Mifare Card Writer activation code. Please refer to the rear casing of the Mifare Card Write for the 20-digit activation key.
- 4) Once the activation is completed, the software will start the fingerprint enrollment page. Choose a finger from the screen that you wish to enroll and start scanning your fingerprint 4 times following the on-screen instructions.
- 5) Once the enrollment is completed, the system will prompt a window with the the following instructions:
  - Place Mifare card to Mifare Card Writer
  - Register card as New/Empty Card. (Tick on the check box.)
  - Insert User ID.
  - Press **Enroll card**
- 6) The card will be ready to use once the enrollment is completed.

## Verifying Via the Mifare Card Writer

After you've done the enrollment with the steps in 3.1, you may want to test if the card can successfully verify the user. You can do this directly via the FingerTec InfoManager.

- 1) Click on **MF Card** and select **Verify FP From MF Card**.



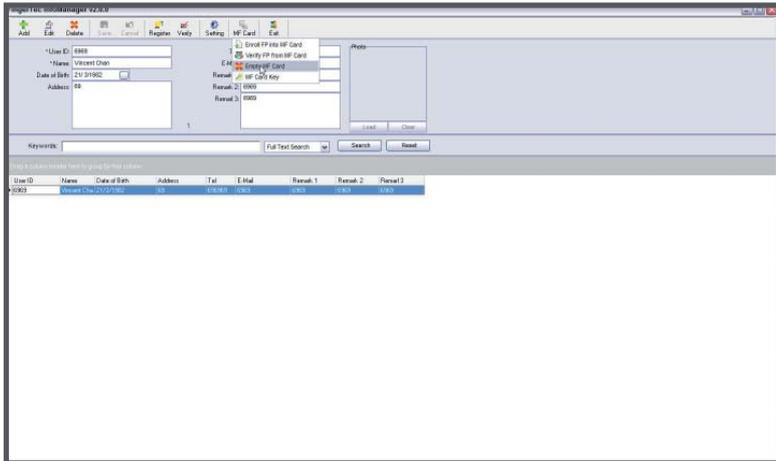
- 2) A verification window will appear and you can start to scan your fingerprint.
- 3) Upon verification, another window will appear with the following instructions:
  - Place Mifare card to the Mifare card writer
  - Press the **Verify** button
- 4) If the fingerprint verification is successful, you may proceed with the terminal enrollment.
- 5) If the fingerprint verification is unsuccessful, please re-enroll the user's fingerprint.

# Erasing Information from Mifare Cards

FingerTec InfoManager has an option for you to erase all the information from a Mifare card. This function is useful for such situations where a user will not be using the Mifare card anymore, such as in the event of an employee resignation, or a transfer of work location.

## **To erase all information from a Mifare card:**

1. Select the card user you would like to delete, and click on the **MF Card** icon, and select **Empty MF Card**.



2. A message will be prompted, asking you to place the Mifare card on the reader to be emptied. Follow the on-screen instructions.



# Accessing Multiple Terminals with Mifare card

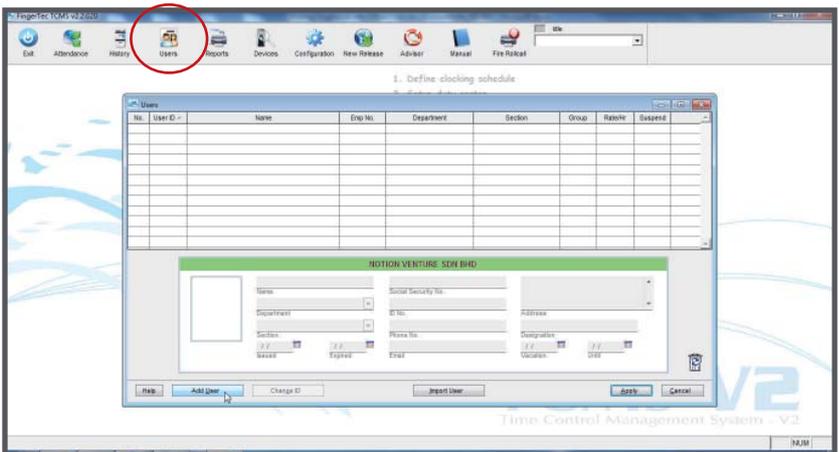
With the Mifare Card Write, you can only save the user ID & fingerprint into a Mifare card. To be able to access a location secured with a FingerTec Mifare terminal, you'll need to update the terminal with the Mifare card ID number. To perform the steps below, you'll need to have installed the TCMS V2 in the PC with a valid activation key.

(For more information, see TCMS V2 Manual at: <http://www.fingertec.com/customer/download/postsales/SUM-TCMSV2-E.pdf>)

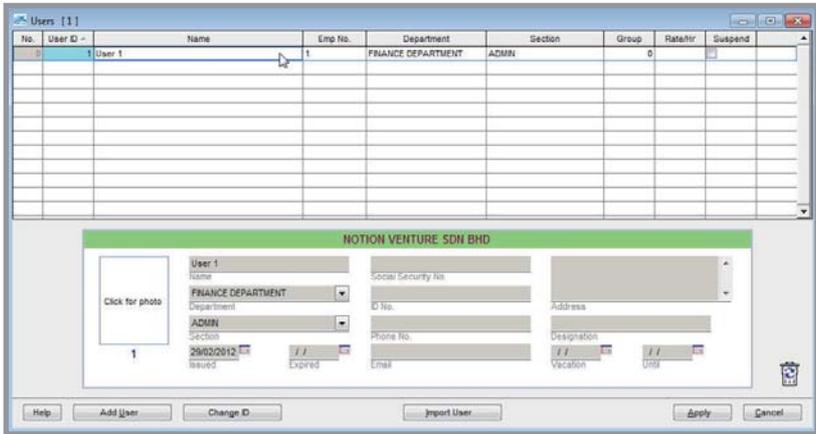
With the TCMSv2 software, you can use the same ID & Fingerprint to access multiple terminals.

Below is the detailed instruction on how to configure the User ID to access multiple terminals:

1. Select **User** and create the user ID in the TCMSv2 software.

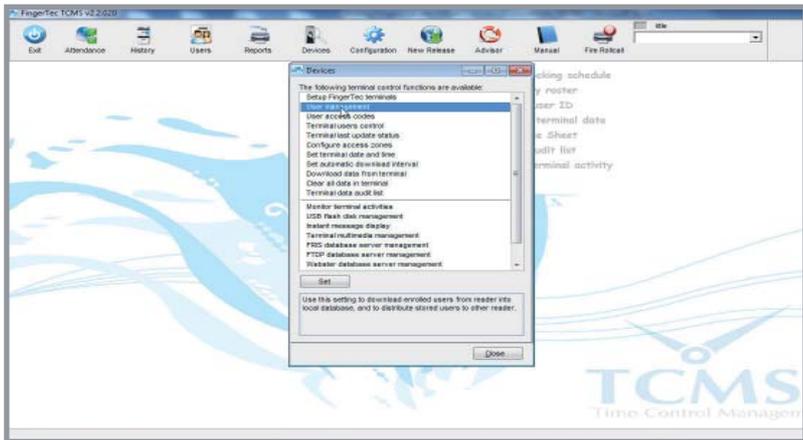


2. Input the user details into the **User list** and click **Apply** to save the setting

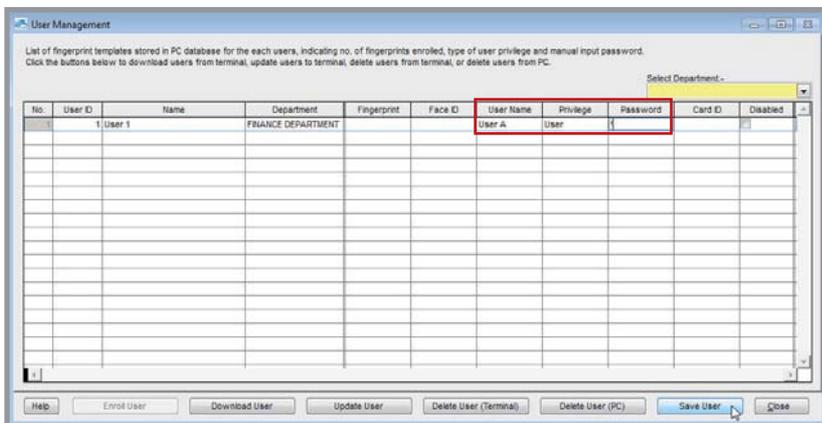


3. Repeat step 1 and 2 to add all the users.

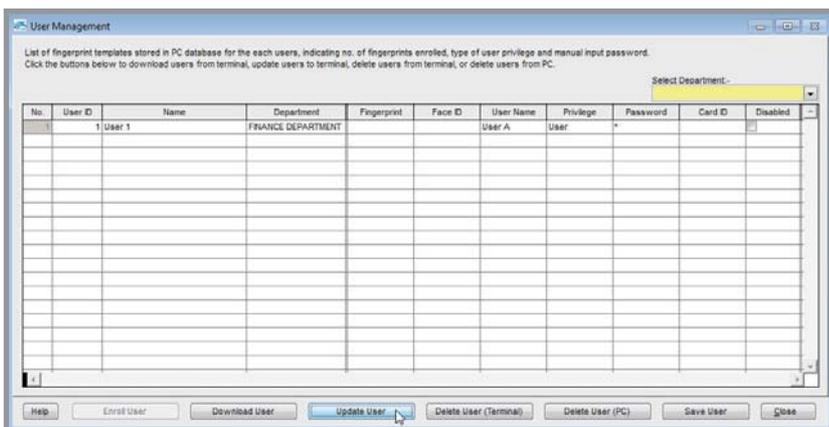
4. Click **Device** and select **User Management** and then **Enroll User**.



- Input the user details which you need to show in the terminal. You can input the User Name (for terminal display) and Password through the TCMSv2 software.



- Repeat step 4 and 5 to add all your user terminal settings.
- Upload all users to all the terminals then you can start using the enrolled card to access all terminals.



## 4 • Using InfoManager with OFIS Scanner

The InfoManager can work with an OFIS-X and OFIS-Y scanner to become a fingerprint enrollment station. Administrators can create users and enroll their fingerprints into InfoManager using the OFIS scanner. This chapter covers the functioning of the OFIS Scanner with the FingerTec InfoManager

### Enrolling Fingerprints with the OFIS Scanner

1. Click on **Add**. Data fields marked with a "\*" indicated the compulsory information to be filled up. The other data fields are optional. Fill up the necessary fields and click **Save**. You will find that the new user information will be displayed in a table below. Repeat to add more new users.

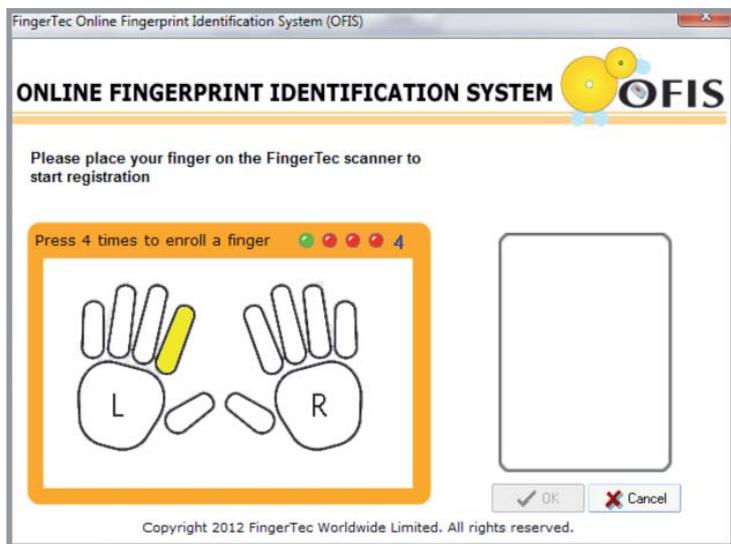
The screenshot shows the FingerTec InfoManager v2.0.0 interface. At the top is a toolbar with icons for Add, Edit, Delete, Save, Cancel, Register, Verify, Setting, MF Card, and Exit. Below the toolbar is a registration form with the following fields:

- \* User ID: 1002584
- \* Name: Grace
- Date of Birth: 15/4/1998
- Address: (empty)
- Tel: (empty)
- E-Mail: (empty)
- Remark 1: (empty)
- Remark 2: (empty)
- Remark 3: (empty)
- Photo: (empty)

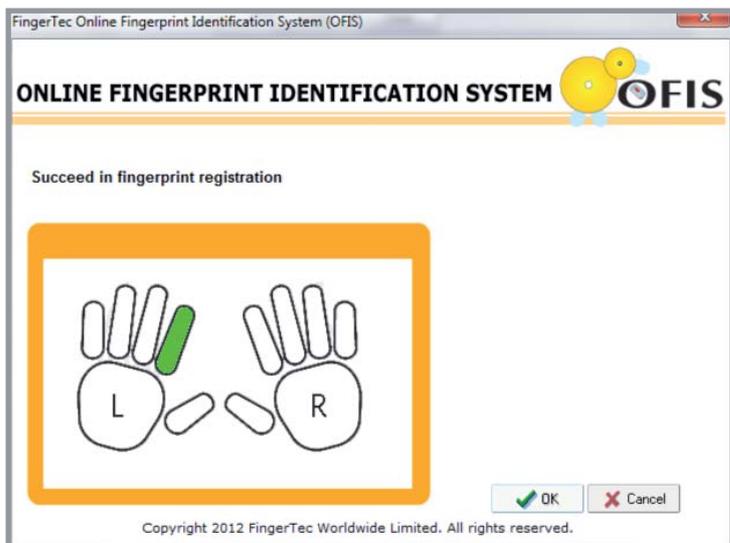
Below the form is a search section with a "Keywords:" input field, a "Full Text Search" dropdown menu, and "Search" and "Reset" buttons. At the bottom is a table with the following data:

User ID	Name	Date of Birth	Address	Tel	E-Mail	Remark 1	Remark 2	Remark 3
1002584	Grace	15/4/1998						

2. Select user from the table below and click **Register** to start the fingerprint enrollment process.
3. The software will start the fingerprint enrollment page. Choose a finger from the screen that you wish to enroll and start scanning your fingerprint 4 times following the on-screen instructions.



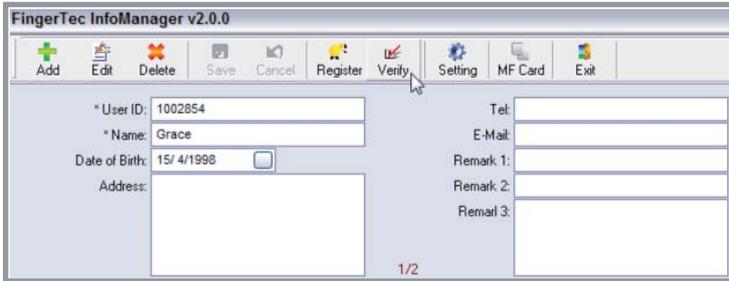
4. Once enrolled, the selected enrolled finger will be displayed in green. Click **OK** to save settings. Repeat the steps to enroll fingerprints for other users.



# Verifying Fingerprints Using the OFIS Scanner

After you've done the enrollment with the steps in 4.1, you may want to test if the user can be verified successfully. You can do this directly via the FingerTec InfoManager.

1. Click the **Verify** button



2. A verification window will appear. Place the user's fingerprint on the OFIS Scanner to be verified.



3. Upon successful verification, the software will point to the data of the user that has just been verified.

User ID	Name	Date of Birth
1002854	Grace	15/4/1998
▶ 9002458	Kelvin	16/4/1996

4. If the fingerprint verification is unsuccessful, and error message will appear. Please re-enroll the user 's fingerprint.

## Deleting Enrolled Users from FingerTec InfoManager

FingerTec InfoManager has an option for you to **delete** users from the system. This function is useful for such situations where a user will not be using the system anymore, such as in the event of an employee resignation, or a transfer of work location.

1. Select the user from the table below and click Delete. A window will pop up, asking you to confirm the deletion of the user. All of the user's information, including fingerprints, will be deleted from the system. Click **Yes** to proceed.

The screenshot shows the FingerTec InfoManager v2.0.0 interface. At the top, there is a menu bar with icons for Add, Edit, Delete, Save, Cancel, Register, Verify, Setting, MF Card, and Exit. Below the menu bar, there are several input fields for user information: \* User ID: 1002854, \* Name: Grace, Date of Birth: 15/4/1998, Address, Tel, E-Mail, Remark 1, Remark 2, and Remark 3. There is also a Photo field with Load and Clear buttons. Below the input fields, there is a Keywords search bar with a Full Text Search dropdown and Search and Reset buttons. At the bottom, there is a table with columns for User ID, Name, Date of Birth, Address, Tel, E-Mail, Remark 1, Remark 2, and Remark 3. The table contains two rows: one for user 1002854 (Grace) and one for user 9002458 (Kelvin). The first row is highlighted in blue.

User ID	Name	Date of Birth	Address	Tel	E-Mail	Remark 1	Remark 2	Remark 3
▶ 1002854	Grace	15/4/1998						
9002458	Kelvin	16/4/1996						

# 5 • Other Resources

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