

The Quick Start Guide is intended to provide the user with simple instructions on how to setup the terminal date/time and communication as well as to perform fingerprint and card enrollment and verification. For more details on other topics of terminal management, refer to the terminal's hardware user manual available in the package or online at:

- **R2:** <http://info.fingertec.com/r2-4>
- **AC900:** <http://info.fingertec.com/ac900-4>
- **TA100:** <http://info.fingertec.com/ta100-4>

## 1 Setting the Date and Time

- 1 Press **Menu**, go to **Options** and select **System Options**.
- 2 Select **Date/Time**, insert the correct value and press **OK** to save the settings.

## 2 Enrolling Fingerprints into the Terminal

- 1 Press **Menu**, go to **User Manage** and select **Enroll User**.
- 2 Select **Enroll FP** and press **OK** when you see "New Enroll?".
- 3 Key in a **User ID**, scan the finger 3 times according to the instructions.
- 4 Press **OK** to save, and **Esc** to return to the main screen.

## 3 Enrolling Cards into the Terminal

- 1 Press **Menu**, go to **User Manage** and select **Enroll User**.
- 2 Select **Enroll Card** and press **OK** when you see "New Enroll?".
- 3 Key in a **User ID** and scan the card at the terminal until the Card ID is displayed on the terminal.
- 4 Press **OK** to save, and **Esc** to return to the main screen.

## 4 Communication Settings

Press Menu > Option > COM opt > Set value for IP/Subnet mask/Gateway/Dev ID > OK to save > Restart to apply changes.

**Default set value:**

IP address – 192.168.1.201  
Subnet mask – 255.255.255.0  
Gateway – 192.168.1.1  
Dev ID – 1

## 5 Activating the Terminal on the TCMS V2 Software

- 1 Double click the TCMS V2 software icon.
- 2 Click on **Devices** and double click **Setup FingerTec Terminals**.
- 3 Click **Add** and enter your TCMS V2 Product Key - Refer to the reverse side of the DVD.
- 4 Select the terminal under **Model**.
- 5 Insert the **Device ID** and **IP Address** into the columns.
- 6 Uncheck the **Disabled** checkbox column.
- 7 Wait for the software to link to the terminal.
- 8 Enter your Activation Key and click **OK**.



## 6 Downloading Users and Data from Terminal

- 1 Click **Devices** and double click **User Management**.
- 2 Click **Download User**.
- 3 At the User ID column, select **All**.
- 4 At Selected Data please tick on the following check boxes: Fingerprint, Card ID, Username + Privilege + Password.
- 5 Click **Apply** and **Okay**.
- 6 Click **Save User**.
- 7 Click **Devices** and double click **Download Data From Terminal**.
- 8 Click **Apply** to start the download.



## 7 Generating Reports

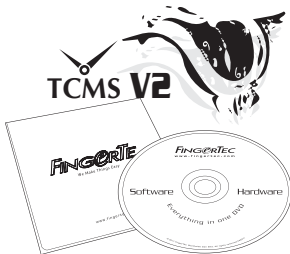
- 1 Click on the **Report** Icon.
- 2 Select report type **Electronic Time Card**.
- 3 Select the report's **Date range**.
- 4 Click **Preview**.
- 5 Click **Print**.



# FingerTec TCMS V2 Roadmap

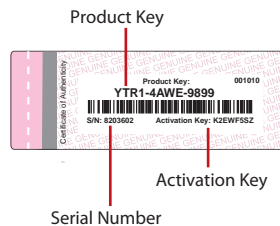
### 1 Software Initial Setup

The TCMS V2 software installer is stored on the FingerTec Going Green DVD which comes with all FingerTec terminals.



### 2 FingerTec Terminal Management

Connect your FingerTec terminals to the TCMS V2 using the product code and activation key that are available at the back of the DVD cover.



### 3 User's Management

Add, delete, edit and manage user information and transaction logs.

**Attendance Calculation Setup**  
Attendance rules and calculation formulas must be figured out to obtain correct attendance reports.

**Access Control Setup**  
(Only applicable to FingerTec access control models.)  
Set up access restrictions and door lock settings for each group and users.

**Download attendance and in/out movement records from terminals**  
Retrieve the transaction logs and access reports stored in the terminals into the server. In/Out movement records are only available for FingerTec access control models.

**Check and edit attendance records**  
Review the records and edit / insert / check for missing records.

**Viewing In/Out records**  
(Only applicable to FingerTec access control models.)  
Review access records and monitor movement of staff.

**Generating attendance reports**  
Generate professional and presentable reports for analysis.

**Generating access control reports**  
(Only applicable to FingerTec access control models.)  
Generate professional and presentable access control / security reports.

**Export attendance records for payroll or 3rd party software**  
Integrate the attendance records retrieved from FingerTec terminals to a relevant 3rd party software.

**Exporting in/out records for 3rd party software**  
(Only applicable to FingerTec access control models.)  
Integrate the in/out records retrieved from FingerTec terminals to a relevant 3rd party software.

**Real Time Monitoring In-Out Records**  
(Only applicable to FingerTec access control models.)  
Monitor transactions that occur in the terminals in a real-time manner.