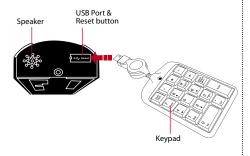




Quick Start Guide

• H2i





Quick Start Guide

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

http://info.fingertec.com/h2i-4

1 Setting the Date and Time

The date and time settings for H2i has to be set via the software. *Refer to the H2i hardware manual for instructions*.

2 Enrolling the Administrator Card

- Turn on the terminal. The green light will be blinking fast, and the instructions "Please register administrator card" will be heard.
- Wave the selected card at the terminal. The terminal will beep once with a voice guide "Registration is successful", and return to verification mode.

3 Enrolling Fingerprints

 Wave the administrator card. When the voice guide "Register user. Please press your finger or wave your card" is emitted, place your finger on the terminal. Repeat 2 more times, according to the voice guide.

- 2. The voice guide will then announce the User ID, and emit the message "Registration is successful. Register, please press your finger or place your card".
- Repeat enrollment with another fingerprint or card for the same user, or wave the administrator card to end the process.

4 Enrolling Cards

- Wave the administrator card. When the voice guide "Register user. Please press your finger or wave your card" is emitted, wave the card at the induction area on the terminal.
- The terminal will read the card and announce the User ID.
- The message "Registration is successful. Register, please press your finger or place your card". Repeat enrollment

5 Communication Settings

The communication settings must be done via the software, or by using the numeric keyboard that comes with the terminal. Refer to the H2i hardware manual for further instructions.

Software Roadmap



1

Installation

The FingerTec Ingress software installer is available in a DVD that comes with all FingerTec terminals. Complete the installation.

2

Online Activation

Use the terminal's serial number to activate your software online. Contact your local reseller or support@ fingertec.com if you require offline software activation.

System Overview

User's Management

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

Access Control Setup Set up access restrictions and door lock settings for each group and user.

Attendance Calculation Setup (Optional) Attendance rules and calculation

formulas must be determined out to generate correct attendance reports.



Real Time Monitorina In/Out

Records Monitor transactions that occur in the terminals in a real-time

manner.

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.

Viewing In / Out records Review access records and monitor staff movement.

Generating access control reports

Generate professional and presentable access control / security reports.

Check and edit attendance records

Review the records and edit / insert / check for missing records.

Generating attendance reports

Generate professional and presentable reports for analysis.

Export attendance records for payroll or 3rd party software

Integrate the attendance records retrieved from FingerTec terminals to a relevant 3rd party software.