FING⊘RTEC

Keylock 7700   Keylock 8800

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

- **Keylock 8800:** http://info.fingertec.com/keylock8800-3
- **Keylock 7700:** http://info.fingertec.com/keylock7700-3

Quick Start Guide

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① Setting the Date and Time

❶ Press the *Power Up* button to activate the Keylock.

❷ Hold down the *OK* button to proceed to the Main Menu.

❸ Select *Options* > *System Option* > *Date Time*.

❹ Press *UP* or *DOWN* to adjust the value. Press *OK* to proceed to the next input. Press *OK* to save setting. Press *ESC* to return to Main Menu.

② Enrollments of Fingerprint/Cards

The first user enrolled into the Keylock is automatically assigned as the Administrator. His/her fingerprint verification will be required to access the Menu screen.

❶ Press the *Power Up* button to activate the Keylock.

❷ Hold down the *OK* button to proceed to the Main Menu.

❸ Select *User Manage* > *Enroll Admin* > *Enroll FP* > enter *User ID* (Follow the instruction given on-screen).

Fingerprint

TO ENROLL NORMAL USERS WITH FINGERPRINTS

❶ Press the *Power Up* button to activate the Keylock.

❷ Hold down the *OK* button to proceed to the Main Menu.

❸ When you see "Admin Affirm" displayed on-screen, perform the verification with the Supervisor privilege to access the Main Menu.

❹ Select User *Manage* > *Enroll User* > *Enroll FP* (Follow the instruction given on-screen).

Card

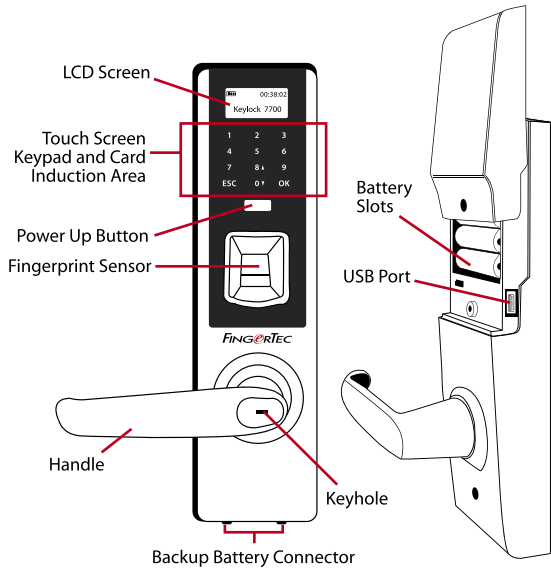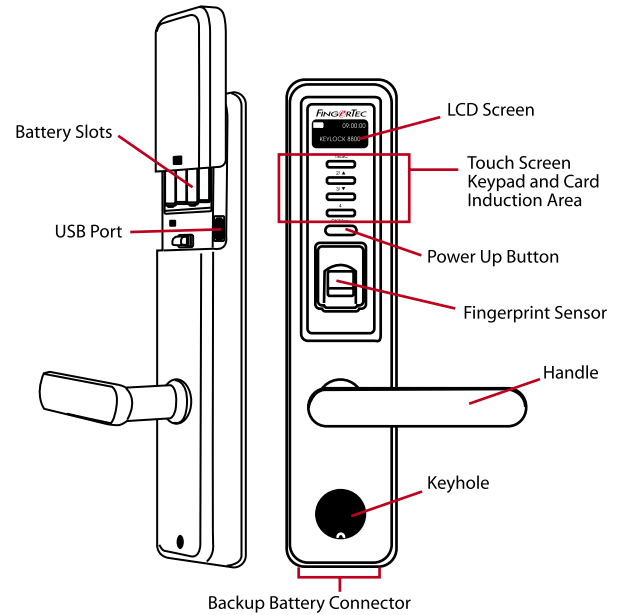### TO ENROLL NORMAL USERS WITH CARDS

❶ Press the *Power Up* button to activate the Keylock.

❷ Hold down the *OK* button to proceed to the Main Menu.

❸ When you see "Admin Affirm" displayed on screen, perform the verification with the Supervisor privilege to access the Main Menu.

❹ Select User *Manage* > *Enroll User* > *Reg RFID* (Follow the instruction given on-screen).

LCD Screen

Touch Screen
Keypad and Card
Induction Area

Battery
Slots

Power Up Button

Fingerprint Sensor

USB Port

Handle

Keyhole

Backup Battery Connector

Battery Slots

USB Port

LCD Screen

Touch Screen
Keypad and Card
Induction Area

Power Up Button

Fingerprint Sensor

Handle

Keyhole

Backup Battery Connector

Software Roadmap

①

ingress
Advanced Access Control System

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.

All complete hardware and software user guides are available in the FingerTec DVD and downloadable online at http://user.fingertec.com

③

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.

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.

Real Time Monitoring In/Out Records
Monitor transactions that occur in the terminals in a real-time manner.

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

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

Generating access control reports
Generate professional and presentable access control / security reports.

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.