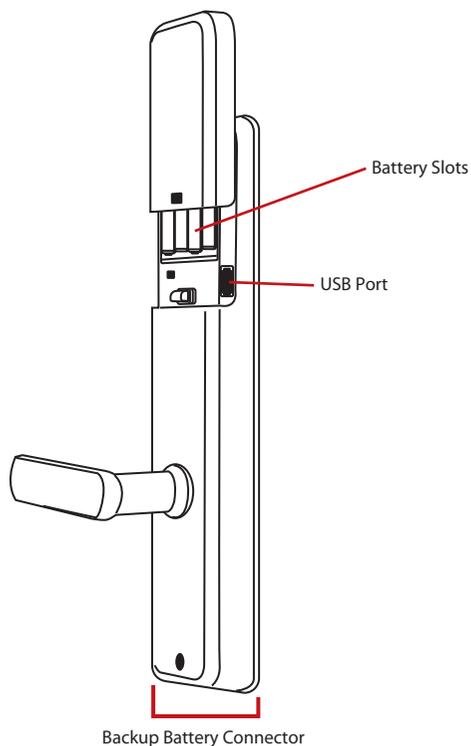
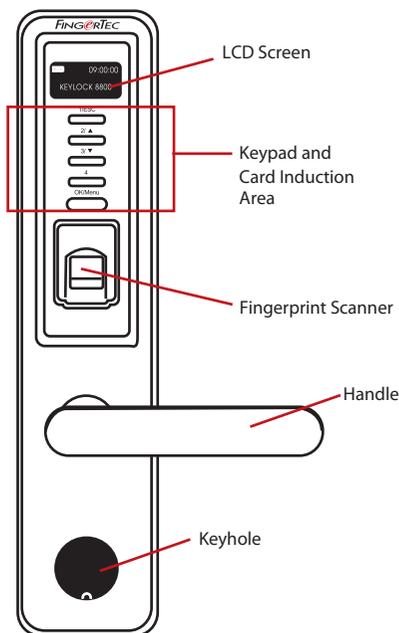


• Keylock 8800



1 Setting the Date and Time

- 1 Press **OK/Menu** to turn on the Keylock 8800
- 2 Press **OK/Menu** again to access the Main Menu
- 3 Select **Option** > **System Option** > Select **Set Date/Time** > Press **OK**
- 4 Press **UP** or **DOWN** to adjust the value > Press **OK/Menu** to move to 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 8800 is automatically assigned as the Administrator. His/her fingerprint verification will be required to access the Menu screen.

- 1 Press **OK/Menu** to turn on the Keylock 8800
- 2 Press **OK/Menu** again to access the Main Menu
- 3 Select **User Manage** > Select **Enroll Admin** > Select **Supervisor** > **Enroll FP** (Follow the instruction given on-screen).

• To enroll normal users with fingerprints

- 1 Press **OK/Menu** to turn on the Keylock 8800
- 2 Hold **OK/Menu** again until you see "Admin Affirm" display on screen.
- 3 Verify Administrator fingerprint to gain access into Main Menu.
- 4 Select **User Manage** > Select **Enroll User** > **Enroll FP** (Follow the instruction given on-screen).

• To enroll normal users with cards

- 1 Press **OK/Menu** to turn on the Keylock 8800
- 2 Hold **OK/Menu** again until you see "Admin Affirm" display on screen.
- 3 Verify Administrator fingerprint to gain access into Main Menu.
- 4 Select **User Manage** > Select **Reg RFID** (Follow the instruction given on-screen).

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 manual available in the package or online at <http://info.fingertec.com/keylock8800-3>

3 Activating the Keylock 8800 on the FingerTec Data Processor (FTDP)

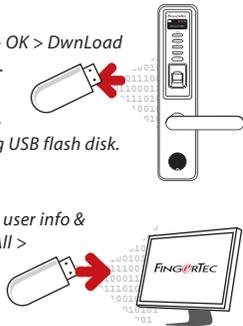


- 1 Install the FTDP into a computer. The first-time login password is 123.
- 2 Select **Terminal > Add > USB flash disk** > Fill in the information > **Save**
 - a. Dev ID – To get the Device ID at the Keylock 8800, Press Main Menu > Option > System Opt > Dev Num
 - b. Model – Select Keylock 8800
 - c. Serial No – Get the number from the the license sticker on the reverse of the Go Green DVD case

Note: FTDP is a basic software to store and extract user records. The FTDP is NOT able to generate advanced reports. If you would like to utilize the Keylock 8800 for full time & attendance and access record purposes, please install and use FingerTec TCMS V2 software. The installation and user guide for the FingerTec TCMS V2 software are included in the Go Green DVD. Please refer to the **FingerTec TCMS Road Map** section of this guide.

4 Downloading Users and Transaction Logs into FTDP

- 1 **Downloading users from Keylock 8800**
Plug USB flash disk into Keylock 8800 > Menu > Pen Drive Mng > OK > DwnLoad User > OK > ESC to return to main menu > unplug USB flash disk.
- 2 **Downloading transaction logs from Keylock 8800**
Plug USB flash disk into Keylock 8800 > Menu > Pen Drive Mng > OK > DwnLoad Log > OK > ESC to return to main menu > unplug USB flash disk.
- 3 **Downloading user information into the FTDP**
(Ignore this if you are using the FingerTec TCMS V2)
Plug USB flash disk into PC > Run FTDP > Press USB Data > Read user info & fingerprint templates from USB disk > Select USB drive > Select All > Save Selected Users to PC > Close
- 4 **Downloading transaction logs into FTDP**
(Ignore this if you are using the FingerTec TCMS V2)
Plug USB flash disk into PC > Run FTDP > Press USB Data > Read clocking data from USB disk > Select USB drive > Save Selected Att Files to PC > Close



5 Viewing Transaction Logs *(Ignore this if you are using the FingerTec TCMS V2)*

- 1 Run the FTDP > Click **Transaction** to view all downloaded transaction logs.



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.

