



**TA100 SERIES**  
FINGERPRINT TIME & ATTENDANCE SYSTEM

USER MANUAL

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## INTRODUCTION TO FINGERPRINT READER

The fingerprint reader is designed to record time and attendance by using fingerprint, to replace the conventional punch card as well as other card systems for Time & Attendance function. The reader is capable of recognizing the recorded fingerprint templates in seconds and therefore, has been successful in eliminating buddy-punching activity, one of the major problems in human resource management.

The reader is able to store fingerprint templates from 1,500 for TA102 to 2,800 for TA103 depending on the series chosen. It is also able to record from 100,000 transactions with TA102 and 120,000 transactions with TA103, at any given time and those transactions can be downloaded and cleared up using the management software. TA100 Series also offers TA103-R, fingerprint time & attendance system with RFID card function.

Specifications	Model			
	<b>TA100 Series</b>  TA102/TA103      TA100T      TA103-R			
Surface finishing	Acrylonitrile Butadiene Styrene (ABS)			
Functions	Time Attendance			
Series available	TA102	TA103	TA100T	TA103-R
FP template capacity	1500	2800	1000/1500	2800
Transaction log	100000	120000	30000/100000	120000
Connections	TCP/IP, RS232, RS485, USB flash disk			
Subnet mask & Gateway	Available			
Card reader	<b>* Only for TA103-R model</b>			
Card capacity	65535			
Scheduled bell	10 preset schedules			
Sensor	Optical sensor with silicon coating			
Software available	<b>Language available :</b> English, Arabic, Indonesian, Spanish, Chinese Simplified, Chinese Traditional, French, German, Malay, Russian, Farsi, Portuguese, Thai and Vietnamese.			

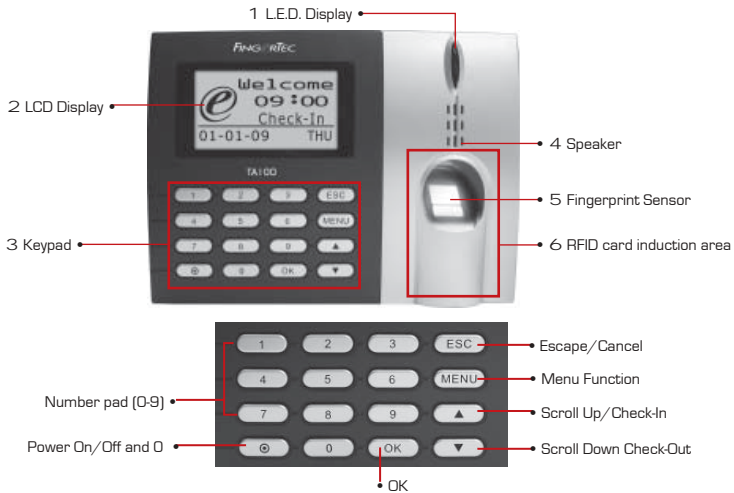
## Complete Package

ITEM	
Fingerprint reader	✓
DC 5V power adapter	 ✓
USB Cable	 ✓
A Packet of Bolt	 ✓
Siren Cable	 ✓
Cable Protector	 ✓
Screwdriver	 ✓
TCMS V2 software CD	 ✓
RFID cards (5 pcs) * Only for TA103-R model	 ✓ ✓

## Materials provided

FingerTec® TA100 Series	
Quick Start Guide	✓
Hardware User Manual	✓
Software User Manual	✓
Video Guide for Hardware	✓
Video Guide for Software	✓
Sample of enrollment form	✓

## Basic Features





## 1 **L.E.D Display**

The two lights, red and green to indicate success or failure of fingerprint identification/verification.

## 2 **LCD Screen**

Screen that displays instructions and status of the reader.

## 3 **Keypad**

Keys of 0-9, a Power on and off button, an OK button, an Escape/Cancel button, a Scroll up/Check-In button, a Scroll Down/Check-Out button, a doorbell button and a menu button.

## 4 **Speaker**

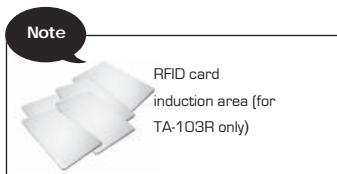
Indicating success or failure of fingerprint identification by voice greetings.

## 5 **Fingerprint Sensor**

For user to place fingerprint for identification/verification.

## 6 **RFID Card Induction Area**

To place your RFID card to read by reader.



## 2 • USING THE FINGERPRINT READER

Fingerprint reader provides 3 types of enrollment method:

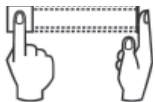
- **Fingerprint Enrollment**  
User enrolls his fingerprint template into a reader and the template will be used for future verifications.
- **Password Enrollment**  
For user who has difficulty to enroll his fingerprint due to poor fingerprint quality, he is recommended to enroll password. Password enrollment is also suitable for visitors and temporary workers.
- **Fingerprint and Password Enrollment**  
Under this option, a user can enroll both fingerprint and password at the same time. The user can either use fingerprint or password to report attendance or to gain access.

### USING THE FINGERPRINT READER

This chapter will guide on how to use the reader fingerprint reader effectively. To get a good reading every time, a fingerprint enrollment for the first time must be done properly.



### What you should do



Place finger flat on the fingerprint sensor. Make sure the finger's midpoint is placed at the center of the fingerprint sensor.

### What you should NOT do



UPRIGHT



ASKEW



OFF CENTER



PART

## TIPS FOR BEST FINGERPRINT ENROLLMENT

There are 5 tips to get good fingerprint enrollment:

- **Use INDEX finger**

Index finger is smaller than thumb and it can be comfortably placed on the sensor. The use of thumb is not recommended because the center points might not be placed properly on the sensor, hence cannot be read by the sensor due to its larger size.

- **Make sure the finger is not wet, too dry, injured or dirty**

The finger needs to be slightly moist to enable the sensor to read the minutiae points on the fingerprint.

- **Place the center points of your finger at the center of the sensor**

The center points of a finger is an area where there is a swirl and the center points must be properly placed on the sensor during enrollment.

- **Don't press hard at the sensor, just place your finger on the sensor**

The sensor is reading minutiae points of your finger and placing a finger properly on the sensor will prompt the sensor to read those points. Pressing your finger hard on the sensor is not necessary.

- **Don't do enrollment under bright light or direct sunlight**



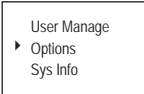






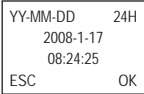

It is important to note that bright light or sunlight could interfere with the reading of the sensor. Avoid placing the reader under direct sunlight or bright light to avoid difficulty in enrollment and future verification.

## INITIAL SET UP OF THE FINGERPRINT READER

### Date/Time Adjustment

When first installing the fingerprint reader, it is important to set the correct date and time.

Follow the steps below to access the Date/Time adjustment menu:

When you see this	Do this
	 Press once
	 Press once  Press once
	 Press once
	 Press once
	Use the keypad to key in the year, month and date. Scroll down more to change the day, hour, minute and seconds  Press once

## Enrollment

To assist in fingerprint enrollment, we have designed a form for the administrator to use to keep track of the enrollment detail or you can design your own form to suit to your company's requirements.

### User Enrollment Template Form

Reader ID: \_\_\_\_\_

No.	User ID	Employee No.	Name	Department	IC No.	No. of Fingers Enrolled	Date Registered	Note	Signature

SAMPLE

## Enrollment of Supervisor/Administrator

Once the fingerprint reader is switched on, a display on the screen will appear. First, to enroll a supervisor or an administrator, who is the in-charge person to administer the fingerprint templates and the transaction data in the reader. Choose trustworthy people for this particular role.

**When you see this | Do this**

Welcome  
09:00  
Check-In  
01-01-09 THU

 Press once

▶ User Manage  
Options  
Sys Info

 Press once

Enroll User  
▶ Enroll Admin  
Delete

 Press once


 Press once

▶ Enroll FP  
Enroll Pwd  
FP & Pwd

 Press once


Admin Accredi  
Supervisor  
ESC OK

 Press once to confirm or

 Press once to cancel operation


Enroll FP  
New Enroll  
ESC OK


 Press once to confirm or

 Press once to cancel operation

New Enroll  
User ID 00001  
ESC OK

Press 1 on the keypad for ID 00001

 Press once to confirm or

 Press once to cancel operation

**When you see this | Do this**

New Enroll  
00001  
Place Finger...  
ESC/Exit



Place the center point of fingerprint properly on the sensor. Place fingerprint 3 times during enrollment.





Read [page 11](#) for tips on fingerprint scanning technique.

This shows templates has been successfully captured; and "0" means that the first fingerprint template is recorded.

New Enroll  
00001-0  
ESC OK [Save]

 Press once to confirm or  
 Press once to cancel operation

New Enroll  
Continue?  
ESC OK [Save]



 Press once to add backup fingerprint for enrolled user ID, or  
 Press once to add new user

Backup Enroll  
00002-1  
Place Finger...  
ESC/Exit

Place the center of your fingerprint properly at the sensor. Place the fingerprint 3 times in order for the reader to capture the fingerprint templates.

Backup Enroll  
User ID 00001-1  
ESC OK [Save]








This shows templates has been successfully captured; the "-1" means template of the second finger is captured good.









 Press once to confirm or  
 Press once to cancel operation

**Congratulations!** A supervisor has been enrolled in the system. As a supervisor, he can manage the fingerprint reader by adding users, deleting users and various other functions through the keypad.

## Enrollment of Normal User

A normal user is only allowed to use reader for identity verification, and he does not have any other authorities to access the system. To add a normal user, follow the steps below:

When you see this	Do this
	 Press once
<p>▸ User Manage Options Sys Info</p>	 Press once
<p>▸ Enroll User Enroll Admin Delete</p>	 Press once
<p>▸ Enroll FP Enroll Pwd FP &amp; Pwd</p>	 Press once
<p>New Enroll New Enroll ESC OK</p>	 Press once to confirm or  Press once to cancel operation

When you see this	Do this
<p>New Enroll User ID 00002 ESC OK</p>	Press number 2 on the keypad for ID 00002  Press once to confirm or  Press once to cancel operation
<p>New Enroll 00002-1 Place Finger... ESC/Exit</p>	Place the center point of your fingerprint properly at the sensor. You need to place your fingerprint 3 times for your reader to capture your fingerprint template.
<p>New Enroll 00002-0 ESC OK [Save]</p>	This shows template has been successfully captured; the "0" means template of first finger is captured good.  Press once to confirm or  Press once to cancel operation
<p>New Enroll Continue? ESC OK</p>	 Press once to add backup fingerprint for enrolled user ID, or  Press once to add new user.
<p>Backup Enroll 00002-1 Place Finger... ESC/Exit</p>	Place center point of fingerprint properly at the sensor. Place the fingerprint 3 times for your reader to capture your fingerprint template.
<p>Backup Enroll User ID 00002-1 ESC OK [Save]</p>	This shows template has been successfully captured; the "-1" means template of first finger is captured good.  Press once to confirm  Press once to go back

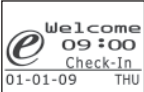
To enroll more users, repeat the same steps above.

## Fingerprint Verification

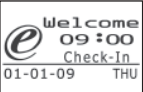
Reader supports 2 types of fingerprint verification method. User can choose either method to verify his fingerprint at the reader. 2 types of fingerprint verification methods are:

- 1 to Many (1:N) fingerprint matching
- 1 to 1 (1:1) fingerprint matching

### 1 to Many (1:N) Fingerprint Matching

When you see this	Do this
	Place the enrolled finger properly on the fingerprint sensor.
FP Verify Remove finger	Wait a second before removing the finger from the fingerprint sensor.
FP Verify User ID 00001 Verified	Reader verifies that the user ID is 00001.
FP Verify Please Try Agn.	If a finger failed to be verified by the reader, it will prompt the user to try again.









### 1 to 1 (1:1) Fingerprint Matching







When you see this	Do this
	Key in the user ID as defined when enrolling a finger on the fingerprint reader. For example 1 for 00001.
1:1 FP Verify User ID 00001 ESC OK[Pwd]	Place the enrolled finger properly on the fingerprint sensor.
1:1 FP Verify User ID 00001 Verified	The fingerprint sensor verifies that the user ID is 00001.
1:1 FP Verify User ID 00001 Please Try Agn.	If a finger failed to be verified by the reader, it will prompt the user to try again.



## Password Enrollment

For user who cannot enroll his fingerprint, he can choose to use passwords. Follow the steps below:

When you see this	Do this
	 Press once
<p>▸ User Manage Options Sys Info</p>	 Press once
<p>▸ Enroll User Enroll Admin Delete</p>	 Press once
<p>▸ Enroll FP Enroll Pwd FP &amp; Pwd</p>	 Press once  Press once
<p>New Enroll New Enroll ESC OK</p>	 Press once to confirm or  Press once to cancel operation


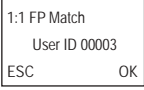

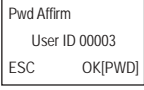

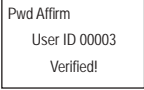
When you see this	Do this
<p>New Enroll User ID 00003 ESC OK</p>	Press number 3 on the keypad for ID number 00003  Press once to confirm or  Press once to cancel operation
<p>New Enroll Input Pwd**** ESC OK</p>	Key in the password Maximum 5 characters in length  Press once to confirm
<p>New Enroll Input Pwd**** Pwd Affirm***** ESC OK</p>	Retype the password for confirmation and  Press once to confirm
<p>New Enroll 00003-P ESC OK [Save]</p>	The “-P” shown means that password has been successfully recorded.  Press once to confirm or  Press once to cancel operation



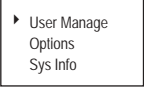

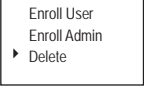




## Password Verification

User with password enrollment can always use password to report attendance or gain access from the readers.

## Deleting Users

The system also allows deletion of user from the system. This is important as employees come and go. Therefore, for those who had left the company, their fingerprint templates or records must be deleted from the system to avoid any misuse of the system. Only an administrator or a supervisor has the rights to delete user. Follow the steps below to delete any user:

When you see this	Do this
	Key in the user ID by using keypad
	Press OK to confirm that it is the correct ID.  Press once to confirm
	Key in the matching password by using keypads  Press once to confirm
	The FingerTec® fingerprint reader verifies that user ID user ID is 00003

When you see this	Do this
	 Press once
	 Press once
	 Press 2 times  Press once
	 Key in user ID Press once

**When you see this****Do this**

Del Fingerprint  
1-0  
ESC OK

- OK** Press once to confirm or  
confirm or  
**ESC** Press once to cancel  
operation

Del User  
1  
ESC OK

- OK** Press once to confirm or  
confirm or  
**ESC** Press once to cancel  
operation

Del User  
Delete  
ESC OK

- OK** Press once to confirm or  
confirm or  
**ESC** Press once to cancel  
operation

User will be deleted from the reader following the above steps.

**Note**

Remember to key in the correct User ID for deletion.

### 3 • THE OTHER FUNCTIONS

## SYSTEM OPTION

Options ▾
▶ System Opt
Power Mng
Comm Opt

System option enables user to configure the following areas:

- Date & Time Setting
- Date & Time Format
- Languages
- Advance Options

<b>Reset Opts</b>	to restore all settings back to original factory settings
<b>Del Attlogs</b>	to clear all attendance log stored in reader
<b>Clear all Data</b>	to clear all user data (i.e user name, ID number)
<b>Clr Admin Pri</b>	to clear administrators' privilege
<b>Del Slogs</b>	to delete all records of action performed by an administrator or a supervisor.
<b>Show Score</b>	to show the quality of image captured during verification, the maximum is 50
<b>Match Thr</b>	to configure sensitivity of the optical sensor for 1:N matching
<b>Must Input ID</b>	to disable 1:N matching method
<b>1:1 Thr</b>	to configure sensitivity of optical sensor for 1:1 matching
<b>Adj VOL(%)</b>	to adjust the volume of greeting voice.

## POWER MANAGEMENT

Options ▾
▶ System Opt
Power Mng
Comm Opt

This enables user to manage the reader in the following areas:

<b>Shut down</b>	to enable a specific time for reader to shut down
<b>Lock power</b>	To lock power button to avoid shutting off of a reader accidentally or intentionally by unauthorized person.
<b>Schedule bell</b>	toconfigure schedule for bell (siren) ringing and also bell (siren) delay

## COMMUNICATION OPTION

Options
System Opt
Power Mng
▸ Comm Opt

User can configure communication methods and settings in this option.

Those options are:

<b>Baud rate</b>	to adjust baud rate of connection with RS232 or RS485
<b>Dev num</b>	the number of reader in an installed environment
<b>IP Addr</b>	to configure the IP address of reader
<b>Netmask</b>	to configure same Net mask as environment, and reader can suit into same network structure.
<b>Gateway</b>	to configure same Gateway as environment, and reader can suit into same environment.
<b>Ethernet</b>	to enable or disable Ethernet as communication method
<b>RS 232</b>	to enable or disable RS232 as communication method
<b>RS 485</b>	to enable or disable RS485 as communication method
<b>COMM key</b>	communication key between reader and software, always set to "0"

## LOG OPTION

Options
Power Mng
Comm Opt
▸ Log Opt

This option allows reader to alert user when it is reaching storage limit.

<b>Alm SuperLog</b>	reader will automatically alert users when remaining administrators' logs storage is reaching the preset value.
<b>Alm Attlog</b>	reader will automatically alert users when remaining transaction logs storage is reaching the preset value.
<b>ReCheck Min</b>	transaction logs of same user happen within preset time period is ignored by system.

## AUTO TEST

Options	▼
Comm Opt	
Log Opt	
▶ Auto test	

This option allows reseller/technicians to run test to the reader to identify any error. Please do not run test without guidance/ supervision from resellers/technicians.

## SYSTEM INFO

Options	▼
Log Opt	
Auto test	
▶ Sys Info	

User may check the information stored in the reader under this option.

The information includes:

<b>User Cnt</b>	to show total of users in reader	
<b>FP Cnt</b>	to show total of fingerprints templates in reader	
<b>Att Log</b>	to show total of attendance log in reader	
<b>Admin Cnt</b>	to show total of administrators in reader	
<b>Pwd Usr</b>	to show total of password users in reader	
<b>Super Logs</b>	this item is used by technicians for testing purpose	
<b>Free Space Inf</b>	to show empty spaces which are available in reader	
<b>Dev Info</b>	<b>FPCnt (100)</b>	to show the number of fingerprints templates stored in reader
	<b>AttLog (10k)</b>	to show the amount of attendance log could bestored in reader
	<b>Super Logs</b>	for testing purpose
	<b>Manu time</b>	manufacturing time of reader
	<b>Serial Num</b>	serial number of reader
	<b>Manufacturer</b>	name of manufacturer
	<b>Device name</b>	name of reader
	<b>Alg Version</b>	to show the algorithm version used by the reader
<b>Firmware ver</b>	to show the firmware version used by the reader	

## 4 • INSTALLATION & COMMUNICATIONS

Note

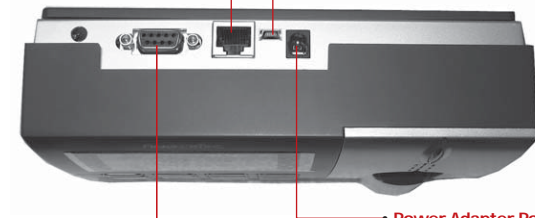
This Chapter is meant for qualified installer only. The installation of reader shall be handled by a well-trained installer. If you are not a qualified installer, you can ignore this Chapter or this Chapter serves as a reference for all types of connections available for the reader only.

### CONNECTIONS AVAILABLE

On the top side of the reader, there are four connections.

**TCP/IP Port**  
This port is for connection in LAN environment. A straight RJ45/cat. 5E cable should be plugged here to connect to a network switch/hub. A crossover RJ45 cable is for direct connection to a PC's network port.

**USB Port**  
To upload/download users information, password, fingerprint and transaction logs via USB flash disk.



**RS232/RS485 Port**  
The port is for connection of RS232/RS485 communication type.  
RS232 is a serial communication cable connecting from this port at one end to a serial port of a PC at another end.  
RS485 cable extender should be connected to this port and the other of the cable should be connected to an optional RS232/RS485 Data Converter before it can be connected to the serial port of a PC.

**Power Adapter Port**  
This port is for the power connection. Plug the power adapter here.

Note

RJ45/cat. 5E cable is not included in the reader package.

## POWER SUPPLY CONNECTION



1. Connect DC 5V power adapter to the reader.
2. Turn on the power supply.
3. Press the power button to switch on or shutdown the reader.

## COMMUNICATION CONNECTION

IP Addr	192. 168. 1.201
ESC	OK

Comm Opt	▼
▶ Ethernet	Yes
RS232	No
RS485	No

### TCP/IP Connection

1. Setup the IP address by network configuration  
The machine default IP address is 192.168.1.201; this is a legal and available IP address in many LAN environment. If the host IP address is 192.168.1.X and it is in the same network region, then this IP can be used directly. If not, please make sure that you have changed the IP address accordingly.
2. Setup of Ethernet.  
Access Menu select "Options" > "Comm. Opt" > "Ethernet", select "Yes" to enable Ethernet function.

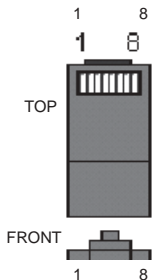
#### Note

When RS232/RS485/Ethernet is enabled, only the Ethernet function will be enabled while the RS232/RS485 will be disabled.

3. Turn the power off.
4. Plug the network plug to the Ethernet interface.
5. Turn the power on.



## Ethernet 10/100Base-T Crossover Cable



This cable can be used to cascade hubs, or for connecting two Ethernet stations back-to-back without a hub. It works with both 10Base-T and 100Base-TX.

Joint 1 Pin		Joint 2 Pin	
TX+	1	3	RX+
TX-	2	6	RX-
RX+	3	1	TX+
RX-	6	2	TX-

## Ethernet 10/100Base-T Straight Thru Cable

This cable will work with both 10Base-T and 100Base-TX and is used to connect a network interface card to a hub or network outlet. These cables are sometimes called "whips".

Connector Pin	Cable Color	Connector
TX+	1 •————— White/Orange	1 TX+
TX-	2 •————— Orange	2 TX-
RX+	3 •————— White/Green	3 RX+
	4 •————— Blue	4
	5 •————— White/Blue	5
RX-	6 •————— Green	6 RX-
	7 •————— White/Brown	7
	8 •————— Brown	8

Comm Opt	▼
▶ RS232	Yes
RS485	Yes

### RS232 Connection

- Setup of RS232  
Access to Menu, select "Options" > "Comm. Opt" > "RS232", select "Yes" to enable RS232 function.
- Turn off the reader.
- Plug the RS232 cable to the RS232 port of the PC.

**Note**

When RS232 function is enabled, the Ethernet will be disabled.

4. Plug the RS232 other end to the RS232 joint.
5. Turn the power on.



TA100 Reader



RS232 cable



PC

## RS485 Single Connection

Comm Opt	▼
RS232	Yes
▶ RS485	Yes

1. Setup of RS485

Access Menu, select "Options" > "Comm. Opt" > "RS485", select "Yes" to enable RS485 function.

2. Turn off the reader.

3. Plug the RS485 cable extender to the connector. Connect another end of the cable to the RS232/485 data converter.
4. Connect the RS485 data converter to the RS232 port of PC.
5. Turn the power on.

**Note**

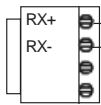
When RS485 function is enabled, the Ethernet will be disabled.

**Note**

The RS232/485 converter is an optional component.



PC

RS232 cable  
RS232/RS485Converter Plug  
Data Converter

RS485



TA100 Reader

## RS485 Network Connection

Comm Opt	▼
RS232	Yes
▶ RS485	Yes

### 1. Setup of RS485

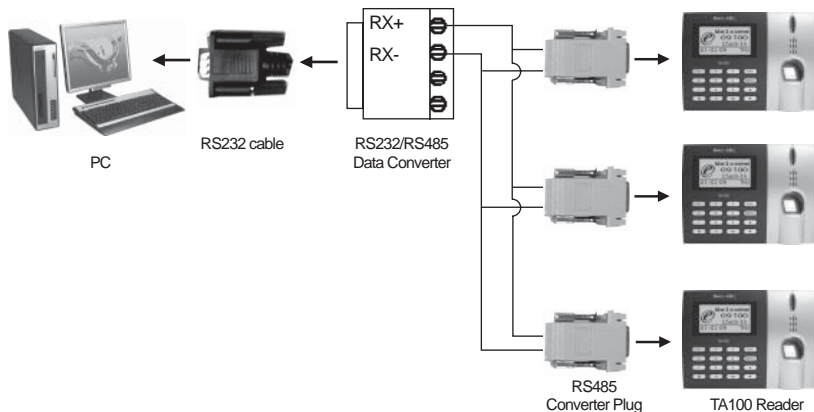
Access Menu, select "Options" > "Comm. Opt" > "RS485", select "Yes" to enable RS485 function.

### Note

When the RS485 function is enabled, the Ethernet will be disabled.

### 2. Turn off the reader.

3. Plug the RS485 cable extender to the RS232/485 port on the Power Controller, and another end of the cable to the RS232/485 network.
4. Connect computer to the RS485 network with the RS232/485 converter.
5. Turn the power on.



## 4 • ADDITIONAL FUNCTIONS (For TA103-R only)

### HARDWARE

#### TA103-R WITH RFID CARD

TA103-R supports RFID card that has the following specifications.

EM RFID Card	
Code	64 bits
Resonance frequency	125kHz
Operating temperature	-10 ~ 50°C
Reading distance	~5cm



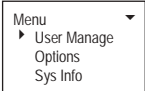

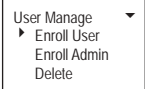

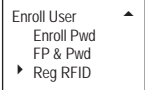


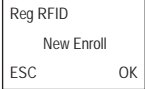

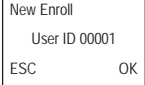

#### USER ENROLLMENT WITH RFID CARD

TA103-R provides 3 extra enrollment methods as listed below:

- RFID card only
- RFID card + fingerprint
- RFID card + password

### Enrollment of RFID card only

Register RFID card in reader before using it for attendance.

When you see this	Do this
	 Press once
	 Press once
	 Press once
	 Press 3 time  Press once
	 Press once
	Key-in ID  Press once to confirm

When you see this	Do this
<div data-bbox="101 137 250 236"> <p>New Enroll Show the card User ID 00001 ESC OK</p> </div>	<div data-bbox="267 171 500 208"> <p>Place card at the induction area Card ID is read by reader</p> </div>
<div data-bbox="101 249 250 348"> <p>New Enroll CARD: 9067337 User ID 00001 ESC OK</p> </div>	<div data-bbox="267 249 500 373"> <p>Card ID registered to reader User ID registered to reader <b>OK</b> Press once to confirm or <b>ESC</b> Press once to cancel operation</p> </div>
<div data-bbox="101 371 250 470"> <p>New Enroll 00001-C ESC OK</p> </div>	<div data-bbox="267 412 487 438"> <p><b>OK</b> Press once to confirm</p> </div>
<div data-bbox="101 483 250 582"> <p>New Enroll Continue? ESC OK</p> </div>	<div data-bbox="267 514 500 551"> <p><b>ESC</b> Press 5 times to return to main menu</p> </div>

## Enrollment of RFID card + fingerprint

Refer to "Enrollment of RFID card only" to enroll RFID card and then proceed to enroll the card with fingerprint as explained below:

When you see this	Do this
<div data-bbox="560 246 709 344"> <p> welcome 09:00 Check-In 01-01-09 THU</p> </div>	<div data-bbox="723 282 868 308"> <p><b>MENU</b> Press once</p> </div>
<div data-bbox="560 358 709 456"> <p>Menu ▶ User Manage Options Sys Info</p> </div>	<div data-bbox="723 389 868 415"> <p><b>OK</b> Press once</p> </div>
<div data-bbox="560 470 709 568"> <p>User Manage ▶ Enroll User Enroll Admin Delete</p> </div>	<div data-bbox="723 501 868 527"> <p><b>OK</b> Press once</p> </div>
<div data-bbox="560 582 709 680"> <p>Enroll User ▶ Enroll FP Enroll Pwd FP &amp; Pwd</p> </div>	<div data-bbox="723 613 868 639"> <p><b>OK</b> Press once</p> </div>
<div data-bbox="560 694 709 792"> <p>Enroll FP New Enroll ESC OK</p> </div>	<div data-bbox="723 704 868 730"> <p><b>OK</b> Press once</p> </div>
<div data-bbox="560 806 709 904"> <p>Backup Enroll User ID 00001 ESC OK</p> </div>	<div data-bbox="723 797 954 857"> <p>Key-in user ID enrolled with RFID card <b>OK</b> Press once to confirm</p> </div>

When you see this	Do this
-------------------	---------




Backup Enroll  
00001 - 0  
Place Finger  
ESC OK

Place center of your fingerprint properly at the sensor. You need to place your fingerprint 3 times for your reader to capture your fingerprint template.

Backup Enroll  
00001 - 0  
ESC OK(Save)

This shows template has been successfully captured.

New Enroll  
Continue?  
ESC OK

 Press once to confirm or  
 Press once to cancel operation  
  
 Press 5 times to return to main menu

## Enrollment of RFID card + password

Refer to "Enrollment of RFID card only" to enroll RFID card and then proceed to enroll the card with password as explained below:

When you see this	Do this
-------------------	---------

  
welcome  
09:00  
Check-In  
01-01-09 THU

 Press once

Menu  
▸ User Manage  
Options  
Sys Info

 Press once

User Manage  
▸ Enroll User  
Enroll Admin  
Delete

 Press once

When you see this	Do this
-------------------	---------


Enroll User  
Enroll FP  
▸ Enroll Pwd  
FP & Pwd

 Press once  
 Press once


Enroll Pwd  
New Enroll  
ESC OK

 Press once

Backup Enroll  
User ID 00002  
ESC OK

Key-in user ID enrolled with RFID card  
 Press once



Backup Enroll  
Input Pwd xxxxx  
ESC OK(Save)

Key-in password, maximum 5 numeric numbers  
 Press once


Backup Enroll  
Input Pwd xxxxx  
Pwd Affirm xxxxx

Re-enter password to confirm

Backup Enroll  
00001 - 0  
ESC OK(Save)

 Press once to confirm or  
 Press once to cancel operation

New Enroll  
Continue?  
ESC OK


 Press 5 times to return to main menu

## User Verification with RFID Card

User that have been enrolled with RFID card in TA103-R can report attendance through the following verification methods:

### Card Only

To enable this operation, configure option "Card Only" in Advance Option to "Yes".

When you see this	Do this
	Place RFID card at the induction area.
Verify PIN Card CARD : 9067337 User ID : 00001 Verified	The Card ID and the User ID will prompt and you will hear "Thank You".
Verify PIN Card  No Enroll	If verification is failed, the screen will show "No Enroll" and you will hear "Invalid ID".



## Card & Fingerprint

To enable this operation, configure option "Card Only" in Advance Option to "No".

When you see this	Do this
1:1 FP Match CARD : 9067337 ESC OK (Pwd)	Place card at the induction area. Card ID is prompt. Place your finger on the scanner to capture your fingerprint.
1:1 FP Match CARD : 9067337 User ID : 00001 Verified	User ID is prompt and you will hear "Thank You"
1:1 FP Match CARD : 9067337 Please try again	If verification is failed, you will hear "Please Try Again".

## Card & Password

To enable this operation, configure option "Card Only" in Advance Option to "No".

When you see this	Do this
1:1 FP Match CARD : 9067387 ESC OK (Pwd)	Place card at the induction area.  Press once
1:1 FP Match CARD : 9067387 User ID : 00002 Input Pwd : xxxxx	User ID is prompt  Press once to confirm and enter your password
Pwd Affirm CARD : 9067387 User ID : 00002 Verified	You will hear "Thank You" if password is correctly entered.
Pwd Affirm CARD : 9067387 User ID : 00002 Error Pwd	You will hear "Incorrect password" if password is wrongly entered.

## ADVANCE OPTION

### Card Only

User can configure reader to read the card ID from RFID card only for verification. If the reader is configured to this option, it can support up to 65534 card users.

If the "Card Only" option is disabled, user must present the card followed by fingerprint for verification. Make sure that fingerprints have been enrolled in the TA103-R prior to verification. The maximum number of fingerprint enrollment per card is 10. The total number of RFID cards supported by the system depends on the number of fingerprint templates enrolled in the reader.

If the "Card Only" option is enabled, the model can support 2800 fingerprints and 65534 RFID card users.

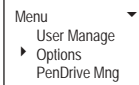
Follow the steps below to choose your option.



When you see this	Do this
-------------------	---------

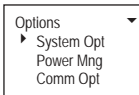


Press once



Press once

Press once

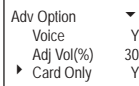


Press once



Press 3 times

Press once



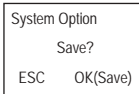
Press 11 times

Press once

Press once to change to Y

Press once to confirm

Press once to leave this page



Press once to save settings

Press 3 times to return to main menu

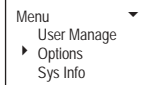
## Adjust Volume [Adj Vol (%)]

User could adjust the volume of a speaker in the TA103-R. The volume parameter is represented by percentage (%). The higher the percentage is, the louder the speaker will be.

When you see this	Do this
-------------------	---------

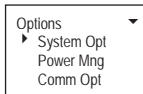


Press once

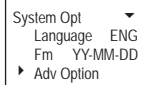


Press once

Press once

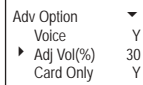


Press once



Press 3 times

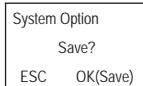
Press once



Press 10 times

Press once Key in value [0-100]

Press once



Press 3 times to return to main menu

## COMMUNICATION OPTIONS (COMM OPT)

### NetMask

You may configure the NetMask of a reader so it will suit to your network environment.

### When you see this | Do this

		Press once
		Press once
		Press once
		Press 2 times
		Press once
		Press 4 times
		Press once
		Press once to move and key in value to change
		Press once
		Press once
		Press once to save settings. Restart for reader to take effect.

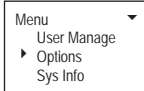
## Gateway

Another way to access to a reader through the Internet is through configuration of Gateway.

When you see this	Do this
-------------------	---------



Press once



Press once

Press once

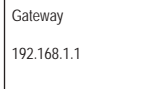


Press once



Press 5 times

Press once

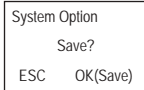


To move and key in value to change

Press once



Press once



Press once to save settings. Restart for reader to take effect.

## PENDRIVE MNG

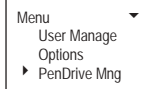
### Download Attendance Log

To download attendance log from reader to a flash disk, plug in the flash disk into the reader and press "OK" to start downloading process.

When you see this	Do this
-------------------	---------



Plug a flash disk into USB port of the reader.



Press 2 times

Press once



Press once


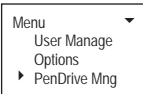


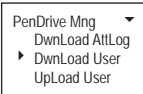







Press once

Press 3 times to return to main menu


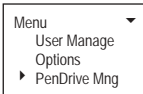


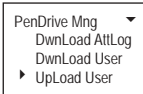





## Download User

To download user from unit to a flash disk, plug in the flash disk into the reader and press “OK” to start user download from reader to flash disk.

When you see this	Do this
	Plug a flash disk into USB port of the reader.
	 Press 2 times  Press once
	 Press once  Press once
	 Press once  Press 3 times to return to main menu

## Upload User

To upload users from reader to a flash disk, plug in the flash disk into the reader and press “OK” to start user download from reader to a flash disk.

When you see this	Do this
	Plug a flash disk into USB port of the reader.
	 Press 2 times  Press once
	 Press once  Press once
	 Press once  Press 3 times to return to main menu



## DOWNLOAD OF RFID CARD USERS FROM READER

**Download Users from Terminal**

Use this function to download all (including new) or selected user(s) data from selected terminal to PC. You can either choose to download fingerprints, username + privilege + password, or both data set.

You may select the range of records by:

ID

User ID

- All
- None
- Some

Selected data:

- Fingerprint
- Username + Privilege + Password

Press the  button in Fingerprint Management page to start the download process. First, select the reader ID to download users from. You may select the users enrolled with RFID card to be downloaded into TCMS V2. You can also choose "ALL" to download all users enrolled in the reader, by fingerprints, passwords or RFID cards.

Please include "Fingerprint" and "Username + Privilege + Password" before you start any download process. The new downloaded users will appear in light blue color. Please enter their details i.e. name, department, username for future reference.

**User Fingerprint Management**

List of fingerprint templates stored in PC database for the each users, indicating no. of fingerprints enrolled, type of user privilege and manual input password.  
Click the buttons below to download users from terminal, update users to terminal, delete users from terminal, or delete users from PC.

Select Department:

No.	User ID	Name	Department	Fingerprint	User Name	Privilege	Password	Card	Disabled
	000001	John Bacon		1	User		1840595	<input type="checkbox"/>	<input type="checkbox"/>
	000002	Jennifer Beckham		1	User		9063228	<input type="checkbox"/>	<input type="checkbox"/>
	000003	Calvin Steve		1	User			<input type="checkbox"/>	<input type="checkbox"/>
	000004	Roland Utah		1	User			<input type="checkbox"/>	<input type="checkbox"/>
	000005	Veron Taylor		2	User			<input type="checkbox"/>	<input type="checkbox"/>

Press  button to save the users and their data.

## UPDATE OF RFID CARD USERS TO READER

**Update Users to Terminal**

Use this function to update all or selected user(s) data from PC to selected terminal. You can either choose to update fingerprints, username + privilege + password, or both data set.

You may select the range of records by:

ID

User ID

All

None

Some

000001
000002
000003
000004
000005

Selected data:

Fingerprint

Username + Privilege + Password

Press  in Fingerprint Management page to start any update process.

Select the reader ID to update users to. You may select the user enrolled with RFID card to update to TA103-R, or to other readers that support RFID card users. You can choose "ALL" to update all users to all readers, by fingerprints, passwords or RFID cards.

You must include "Fingerprint" and "Username + Privilege + Password" before update process begins.

### Note

RFID cards can only be used in reader with RFID functions such as TA103-R. Fingerprints and passwords that are enrolled in reader with RFID functions can be used in all readers.

**1 I can't turn on the fingerprint reader. When I pressed the power button, nothing happened.**

- Check if your fingerprint reader's LCD screen is lighted and there is a beep sound when the reader is turned on. If not, make sure the power is turned on at the electrical supply outlet.
- Check the connection of the power adapter to an electrical supply outlet; it may not be fitted properly.
- If you have confirmed that there is no problem with the power supply, your fingerprint reader may need to be repaired. Kindly contact your reseller.

**2 I can't connect the fingerprint reader to the PC. Every time I try it, the software prompts "unable to connect" message.**

- Check the settings on the reader to see if TCP/IP or RS232/RS485 connection is enabled.
- Check whether the COMMM key is used, default is 0.
- For TCP/IP connection, check the IP address.
- For the RS232/RS485, the baudrate for the reader and software must be the same. Make sure that the DevID is correct.
- After changes are made, restart the fingerprint reader.

**3 The fingerprint reader has difficulty recognizing my finger. It takes many tries before I am verified.**

- Please make sure that your finger is not too oily or too dirty because the oil and dirt will cover the minutia points of the fingerprint, thus make reading difficult.
- Make sure that the reader is not facing direct sunlight because it will disrupt the readings of the scanner. To deal with light interference, cover the scanning area when you want to do finger verification.

**4 When the fingerprint reader is on, the red LED is blinking. Is there something wrong?**

There is nothing wrong with the reader. The red LED blinks to indicate that the reader is on the standby mode. When a fingerprint is verified, the LED will turn to green.

**5 The fingerprint reader was accidentally shut-down by a staff. Will we lose all the transaction data in the reader?**

All the transaction data up until the minute the reader was shutdown stayed in the reader and can be downloaded to the PC by using the software. The data will only disappear if it has been downloaded to the PC.

**6 The fingerprint reader did not voice "Thank You" or "Please Try Again" during verification. What should I do?**

You may enable the voice function under Advance Option. The voice option might have been disabled.

**7 When I tried to enroll my fingerprint into the fingerprint reader, the reader produced "Duplicate Finger" voice message. Why is that?**

The "Duplicate Finger" voice message will only be produced if the enrolling finger is found to have existed in the reader. Choose another finger.

**8 The fingerprint reader produces "The clock is full" every time I perform verification. What should I do?**

This means that the transaction storage of the reader is full. Download the data from the reader to the PC by software. After download process has been performed, the data will be deleted automatically.

**9 Could I configure the device to shut down or power on automatically?**

The schedule can be configured in the Power Management Option. This is advisable as to let the device takes a break after a long-hour usage.

**10 My previous card access system left me the old cards. Can I use these cards to work on TA103-R?**

TA103-R will only read or write RFID card. Please make sure that your card is RFID card match with the specifications explained in page 28.



