

**FINGERTEC**



**TA100 DIY SERIES**  
FINGERPRINT TIME & ATTENDANCE SYSTEM

**USER GUIDE**

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**FINGERTEC WORLDWIDE SDN BHD**

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[support@fingertec.com](mailto:support@fingertec.com)

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# 1 ● GETTING STARTED

## INTRODUCTION TO FINGERPRINT READER

A brand new FingerTec® TA100 DIY – Do It Yourself Time Attendance System is a product that combines management software in a fingerprint reader. Connection between fingerprint reader and computer will no longer be an issue along with lost of transaction logs.

Using the latest concept, all the clocking schedule settings and user management configurations are managed from the reader itself. The attendance report in HTML format will be generated into USB flash disk directly from the fingerprint reader with only a few presses on the keypad. Reader installation can be performed easily minus installation cost or the need for network cable extension.

The simplified FingerTec® TA100 DIY works efficiently in providing vital attendance reports including information on tardiness, short hours and overtime.

TA100 DIY reader is suitable for SME in office environment with basic working schedule which includes normal working hour with not more than 24 hours, breaks & overtime.

## SPECIFICATIONS MODEL

TA100

DIY



Surface finishing

Acrylonitrile Butadiene Styrene (ABS)

Functions Time

Attendance

FP template capacity 800

Transaction log

30000

Connections USB

TCP/IP

(Only applicable if the TA100 DIY was upgraded to TA100 series and worked with FingerTec TCMS V2 software)

Subnet mask & Gateway Available



Scheduled bell

25 schedule everyday per week

Sensor

Optical sensor with silicon coating

## COMPLETE PACKAGE

ITEM	TA100 DIY
Fingerprint Reader 	√
DC 5V Power Adapter 	√
Screwdriver 	√
USB Extension 	√
USB Flash Disk 	<b>*OPTIONAL</b>

## MATERIALS PROVIDED

ITEM	TA100 DIY
Quick Start Guide	√
User Manual	√
Video Guide	√
Sample of Enrollment Form	√

## BASIC FEATURES

### LCD SCREEN

Screen that displays instructions and status of reader.

### L.E.D DISPLAY

Green - Standby/ User is verified  
Red - Signal failed verification

### SPEAKER

Emit verification result.



### FINGERPRINT SENSOR

For user to place fingerprint for identification/verification.

## KEYPAD FUNCTIONS

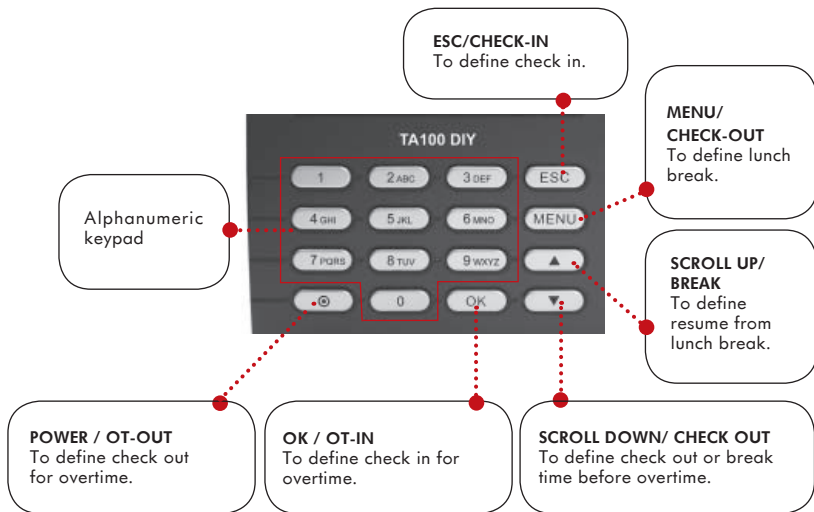
### Definition of attendance status

Definition of attendance status can be done using keypads. Users can define their clocking status before fingerprint or password verification is done. Definition of the clocking status is very important for the system to allocate the time a user verified into the corresponding clocking slots. Improper clocking definitions could affect the work time, over-time and short time calculations.

It is important to define the correct clocking status when using TA100 DIY reader.



Specific button is assigned for a specific clocking status. Please view the diagram given below:

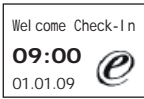


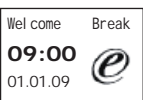


**NOTE**

\* If a user had to work for an OT, a user must follow these steps:

1. Press "Scroll Down" button and verify a fingerprint or a password.
2. Wait for a minute.  
Press "OK" button and verify a fingerprint or a password.

The standard verification procedures are shown below. Follow the given steps CAREFULLY to avoid any wrongly inputted data for a user.









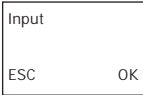

- 1  Pay attention to the right upper corner of the screen.
- 2  Example, if you were going to have lunch, press the UP button to define the clocking status as "Break"
- 3  Notice the right upper corner of screen changing to "Break" and you are having the right clocking status.
- 4  Now you can verify your fingerprint or password.

**NOTE**

Before attempting to do fingerprint or password verification, please make sure that your clocking status is CORRECT.

**T9 INPUT METHOD**

The TA100 DIY offers T9 input method. Administrator can insert the name of users, departments, working shifts and companies to the terminal. The names are important in the report for user to identify who is who. For example, to insert a company FingerTec, please follow the steps below:

- 1   Press & Hold
- 2   Press Once  
 Press Once
- 3   Press twice  
 Press Once
- 4  The "F" is represented by numeric keypad no 3.  
 Press once

**5** D d E e **F** f

▼ Press to move to **F**

OK Press once to select.

**6** Input F

The **F** is inserted. The **i** is represented by numeric pad no. 4.

OK ESC

4 Press once

**7** G g H h I **I**

▼ Press once to move to **I**

OK Press once to select.

OK ESC

**8** Input FingerTec

0 Press once to delete any wrong character inserted.

OK ESC

**9** Input FingerTec

OK ESC

OK Press once after finished inserting characters.

**10** Company Name Save ?

ESC OK(Save)

OK save Press once to settings.

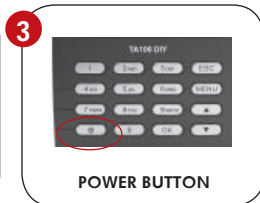
**11** Settings Shift Att. Rule

Company Name

ESC Press twice to return to the main menu.

Administrator can use the same method to insert the names of users, departments, working shifts and company directly into TA100 DIY.

## 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.

## 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**

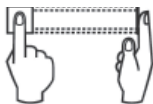
Under this option, a user can enroll both fingerprint and password at the same time. The user can either use fingerprint or password to report attendance or to gain access.

### 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



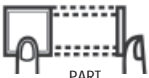
UPRIGHT



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



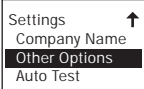
When first installing the fingerprint reader, it is important to set the correct date & time. Follow the steps below to access the Date & Time adjustment menu:

- 



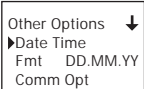
1 Wel come Check-In  
09:00  
01.01.09 

 Press & Hold
- 


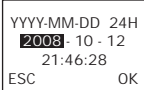
2     
Settings

 Press Once  
 Press Once
- 

3 Settings ↑  
Company Name  
Other Options  
Auto Test



 Press 3 times  
 Press Once
- 

4 Other Options ↓  
▶Date Time  
Fmt DD.MM.YY  
Comm Opt

 Press Once
- 

5 YYYY-MM-DD 24H  
2008-10-12  
21:46:28  
ESC OK

Use the keypad to key in the year, month & date.  
Scroll down futher to change the day, hour,  
minute & second.

 Press once to save settings.  
 Press 3 times to return to main menu.

## 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.

**SAMPLE**


**User Enrollment Template Form**


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



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


## ENROLLMENT OF ADMINISTRATOR


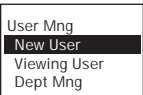
When the fingerprint reader is switched on, a display on the screen will appear. To enroll a supervisor or an administrator, the in-charge person to administer the fingerprint templates and transaction data in the reader, follow the steps shown below: Choose trustworthy person for this particular role.

- 


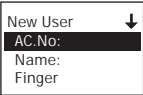
**1** Wel come Check-In  
09:00  
01.01.09 

 Press & Hold
- 


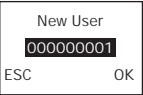
**2**   
User Mng

 Press Once
- 


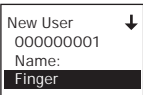
**3** User Mng  
New User  
Viewing User  
Dept Mng

 Press Once
- 



**4** New User  
AC.No:  
Name:  
Finger

 Press once to assign user ID.
- 

**5** New User  
000000001  
ESC OK

Enter user ID by pressing numeric keypad.  
Example 000001  
 Press once to confirm
- 

**6** New User  
000000001  
Name:  
Finger

 Press twice  
 Press Once

7

 00000000-0 Place Finger... ESC/Exit
---

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

Read page 9 for tips on fingerprint scanning technique.

12

Input	
OK	ESC

Input the names of Administrator.  
Input the names of company.  
Please refer to page 6 for T9 input method.

\* Please ignore this step if name was not required in the report. If it was mandatory, please continue.

8

New User	↓
000000001	
Name:	
Finger	1

OK Press once to enroll backup Fingerprint  
Repeat the same steps as above.

13

Input	
John	
OK	ESC

ESC Press once to return to the previous page. Continue with the next steps.  
OK Press once to save the name.

9

New User	↑
Shift	NO
Pwd:	
Privj:	user

▲ Press 4 times  
OK Press Once

14

New User	↕
Name:	John
Finger	2
Dept	NO

ESC Press Once

10

Admin Accredit	
Admin	
ESC	OK

▲ ▼ Press to select Admin  
OK Press once to confirm.

15

Save ?	
000000001	
ESC	OK(Save)

OK Press once to save settings

11

New User	↕
Name:	
Finger	2
Dept	NO

▲ Press 5 times  
OK Press Once

16


User Mng	
Name User	
Viewing User	
Dept Mng	

ESC Press twice to return to the main menu.




## ENROLLMENT OF NORMAL USER

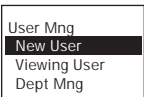
A normal user is only permitted to use the reader for identity verification, and he does not have authority to access the system. To add a normal user, follow the steps below:

- 

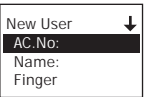
1 Wel come Check-In  
09:00  
01.01.09

(MENU) Press & Hold
- 

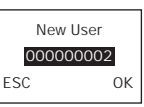
2 User Mng

(OK) Press Once
- 

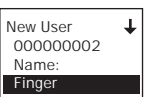
3 User Mng  
New User  
Viewing User  
Dept Mng

(OK) Press Once
- 


4 New User  
AC.No:  
Name:  
Finger

(OK) Press once to assign user ID.
- 

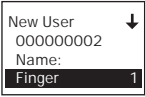
5 New User  
00000002  
ESC OK

Enter user ID by pressing numeric keypad.  
Example 000001  
(OK) Press once to confirm
- 

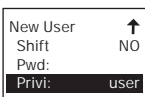
6 New User  
00000002  
Name:  
Finger

(Down Arrow) Press twice  
(OK) Press Once
- 

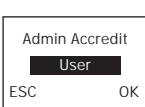
7 00000002-0  
Place Finger...  
ESC/Exit

Place fingerprint center point properly at the sensor. Place finger 3 times in order for the reader to capture the fingerprint templates.  
Read page 9 for tips on fingerprint scanning technique.
- 

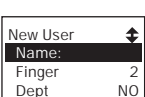
8 New User  
00000002  
Name:  
Finger 1

(OK) Press once to enroll backup fingerprint  
Repeat the same steps as above
- 

9 New User  
Shift NO  
Pwd:  
Priv: user

(Up Arrow) Press 4 times  
(OK) Press Once
- 

10 Admin Accredit  
User  
ESC OK

(Up Arrow) (Down Arrow) Press to select Admin  
(OK) Press once to confirm.
- 

11 New User  
Name:  
Finger 2  
Dept NO

(Up Arrow) Press 5 times  
(OK) Press Once

**12** Input  
OK ESC

Input the names of Administrator.  
Please refer to page 6 for T9 input method.

\* Please ignore this step if name was not required in the report. If it was mandatory, please continue.

**13** Input  
Mary  
OK ESC

OK Press once to save the name.

**14** New User  
Name: Mary  
Finger 2  
Dept NO

ESC Press Once

**15** Save ?  
000000002  
ESC OK(Save)

OK save Press once to settings

**16** User Mng  
Name User  
Viewing User  
Dept Mng

ESC Press twice to return to the main menu.


Repeat the above steps to enroll more users into the reader.

## 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

**1** Wel come Check-I-n  
09:00  
01.01.09 

Place the enrolled finger properly on the fingerprint sensor.

**3** FP Verify  
User ID 00001  
Verified

Reader verifies that the User ID is 00001.


**2** FP Verify  
Remove finger

Wait a second before removing the finger from the fingerprint sensor.

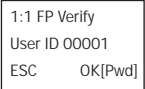
**4** FP Verify  
Please Try Agn.

If a finger failed to be verified by the reader, it will prompt the user to try again.

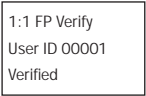
## 1 TO 1 (1:1) FINGERPRINT MATCHING

- 

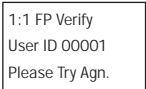
Wel come Check-In  
**09:00**  
01.01.08

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.


## ENROLLMENT OF PASSWORD


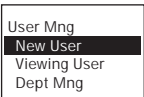
For user who cannot enroll his/her fingerprint due to certain circumstances, he/she can choose to use passwords. Follow the steps shown below to enroll users with password:

- 


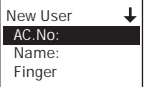
Wel come Check-In  
**09:00**  
01.01.09

 Press & Hold
- 


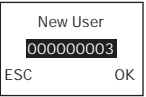
  
User Mng

 Press Once
- 


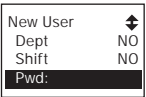
User Mng  
New User  
Viewing User  
Dept Mng

 Press Once
- 



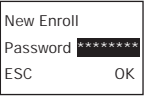
New User  
AC.No:  
Name:  
Finger

 Press once to assign user ID.
- 


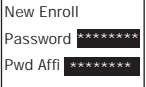
New User  
00000003  
ESC OK

Enter user ID by pressing numeric keypad.  
Example 000003  
 Press once to confirm
- 


New User  
Dept NO  
Shift NO  
Pwd:

 Press 5 time  
 Press Once
- 

New Enroll  
Password \*\*\*\*\*  
ESC OK



Insert password via the keypad.  
The maximum length for the password is 8 digit.  
 Press once to confirm
- 

New Enroll  
Password \*\*\*\*\*  
Pwd Affl \*\*\*\*\*

Re-enter the password to confirm.  
 Press once to confirm


9

New User	↑
Shift	NO
Pwd:	
Privi:	user

 Press 5 time  
 Press Once




13

Input	
Helen	
OK	ESC

 Press once to save the name.

10

Admin Accredit	
User	
ESC	OK

  Press to select Admin  
 Press once to confirm.



14

New User	↓
Name:	Helen
Finger	2
Dept	NO

 Press Once

11

New User	↓
Name:	
Finger	
Dept	NO

 Press 5 times  
 Press Once

15

Save ?	
00000003	
ESC	OK(Save)

 Press once to settings save


12

Input	
OK	ESC

Input the names of Administrator.  
 Please refer to page 6 for T9 input method.

16

User Mng	
Name User	
Viewing User	
Dept Mng	

 Press twice to return to the main menu.


\* Please ignore this step if name was not required in the report. If it was mandatory, please continue.

## PASSWORD VERIFICATION

User with password enrollment has to use password to report attendance.

1

1:1 FP Match	
00000003	
ESC	OK

Enter user ID.  
 Example 000003.  
 Press Once confirm


3

Verify	
Helen	
00000003	
Verified	

The reader verifies user successfully.

2

Pwd Affirm	
Pwd: *****	

Enter password.  
 Example 12345678.  
 Press Once confirm


4

Pwd Affirm	
Pwd: [Redacted]	


Verification fails because of wrongly entered user ID or password.  
 Please input the details again.


## DELETING USERS

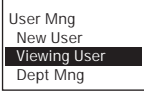
You can delete the user from the system if he/she has left the organization or no longer use the system.

- 

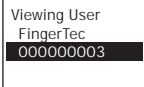
1 Wel come Check-In  
09:00  
01.01.09

**(MENU)** Press & Hold
- 


2   
User Mng

**(OK)** Press Once
- 


3 User Mng  
New User  
Viewing User  
Dept Mng

**(Down Arrow)** Press Once  
**(OK)** Press Once
- 

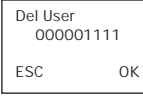
4 Viewing User  
FingerTec  
000000003

Use scroll button to select the user  
**(OK)** Press Once
- 

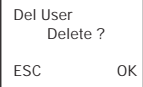
5 Option  
Reassign to Dep  
Newly Add  
Delete User

**(Down Arrow)** Press 6 times
- 

6 Del Fingerprint  
000001111-0  
ESC OK

**(OK)** Press once to confirm  
**(ESC)** Press once to cancel operation
- 

7 Del User  
000001111  
ESC OK

**(OK)** Press once to confirm  
**(ESC)** Press once to cancel operation
- 

8 Del User  
Delete ?  
ESC OK

**(OK)** Press once to confirm or  
**(ESC)** Press once to cancel operation  
**(ESC)** Press 3 time to return to main menu


**NOTE** Remember to select the correct user ID for deletion.

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

# 3 ● DEFINITION OF COMPANY AND DEPARTMENT


The names of company and departments must be defined correctly because these name inserts will be printed on the reports. Any false definition would cause wrong information on the reports.

## TO INSERT NAME OF COMPANY

- 

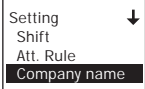
1

Wel come Check-In  
09:00  
01.01.09

**MENU** Press & Hold
- 

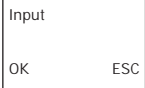
2

Setting

**▼** Press Once  
**OK** Press Once
- 

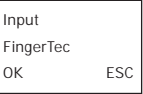
3

Setting  
Shift  
Att. Rule  
Company name

**OK** Press Once
- 

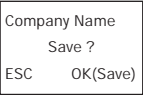
4

Input  
OK ESC

Input the names of company  
Please refer to page 6 for T9 input method.
- 

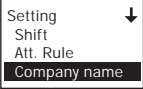
5

Input  
FingerTec  
OK ESC

**OK** Press once to confirm.
- 

6

Company Name  
Save ?  
ESC OK(Save)

**OK** Press once to save settings
- 

7


Setting  
Shift  
Att. Rule  
Company name

**ESC** Press twice to return to the main menu


All enrolled users in one terminal will be placed under the same company. Assignment of users into "Company" is not necessary.


## TO INSERT NAME OF DEPARTMENT


Define the departments in your company for example administration, workshop, and security etc. Sorting by department is possible during exportation of reports. Ignore this step if your company did not practice staff departmentalization.

- 

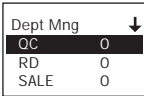
1 Wel come Check-In  
09:00  
01.01.09

**MENU** Press & Hold
- 

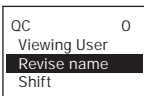
2   
User Mng

**OK** Press Once
- 


3 User Mng  
New User  
Viewing User  
Dept Mng

**▼** Press twice  
**OK** Press Once
- 

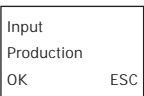
4 Dept Mng ↓  
QC 0  
RD 0  
SALE 0

Select a name slot by pressing **▲** **▼**  
**OK** Press once to start to insert name
- 

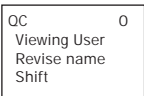
5 QC 0  
Viewing User  
Revise name  
Shift

**▼** Press Once  
**OK** Press Once
- 

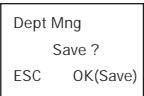
6 Input  
OK ESC

Input the names of department  
Please refer to page 6 T9 input method for the details.
- 

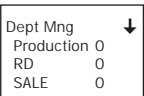
7 Input  
Production  
OK ESC

**OK save** Press Once to settings
- 

8 QC 0  
Viewing User  
Revise name  
Shift

**ESC** Press Once
- 

9 Dept Mng  
Save ?  
ESC OK(Save)


**OK save** Press Once to settings
- 

10 Dept Mng ↓  
Production 0  
RD 0  
SALE 0


**ESC** Press 3 time to return to main menu

## TO ASSIGN USERS INTO DEPARTMENT

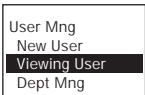
By default, all enrolled users are not assigned to any departments. Users must be assigned into their corresponding departments (if any) once the department definition process is done. If users were not assigned into any departments, his/her attendance data cannot be calculated according to the predefined working schedules. Follow the steps below for assignment of users into their corresponding departments.

- 

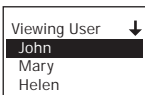
1 Welcome Check-In  
09:00  
01.01.09

(MENU) Press & Hold
- 

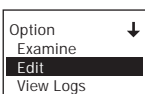
2 User Mng

(OK) Press Once
- 


3 User Mng  
New User  
Viewing User  
Dept Mng

(Down Arrow) Press Once  
(OK) Press Once
- 

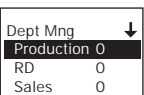
4 Viewing User  
John  
Mary  
Helen

Select a user ID by pressing (Up Arrow) (Down Arrow)  
(OK) Press Once
- 

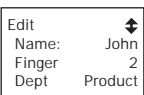
5 Option  
Examine  
Edit  
View Logs

(Down Arrow) Press Once  
(OK) Press Once
- 

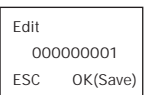
6 Edit  
Name: John  
Finger 2  
Dept NO

(Down Arrow) Press 3 times  
(OK) Press Once
- 

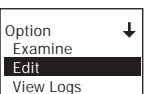
7 Dept Mng  
Production 0  
RD 0  
Sales 0

Select a department by pressing (Up Arrow) (Down Arrow)  
(OK) Press Once
- 

8 Edit  
Name: John  
Finger 2  
Dept Product

(ESC) Press Once
- 

9 Edit  
00000001  
ESC OK(Save)

(OK) Press Once to save  
(OK) Press Once to settings
- 

10 Option  
Examine  
Edit  
View Logs


(ESC) Press 4 time to return to main menu


Repeat the steps above to assign users into their corresponding department.

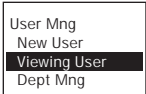


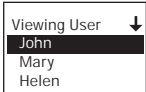
## TO SHIFT USERS INTO DIFFERENT DEPARTMENT


Users can be shifted into different department to enable them to can carry out specific jobs. For example, a user can be shifted from Production department into QC department. Follow the steps shown below:

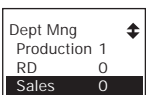
- 


(MENU) Press & Hold
- 

(OK) Press Once
- 

(Down Arrow) Press Once  
(OK) Press Once
- 

Select a user ID by pressing (Up Arrow) (Down Arrow)  
(OK) Press Once
- 

(Down Arrow) Press 4 times  
(OK) Press Once
- 

Select department by pressing (Up Arrow) (Down Arrow)  
(OK) Press Once
- 

(ESC) Press 4 times to return to the main menu.

# 4 ● CONFIGURATION OF WORKING SHIFT & ATTENDANCE RULES

The TA100 DIY calculates attendance according to the preset working shifts and attendance rules. Configuration of the working shifts and attendance rules must be done correctly to ensure accurate attendance calculations. There are a total of 10 working shifts ready for configuration.



Follow the sequence below:

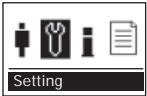


- Step 1** • to configure working shift
- Step 2** • to assign working shift to each user, department or all users.
- Step 3** • to configure the attendance rules.



## CONFIGURATION OF WORKING SHIFT

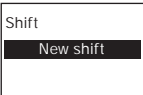



You must preset ON and OFF time during working shift configurations.

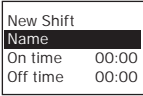

- **ON TIME:** the time for users to start to work
- **OFF TIME:** time for users to leave

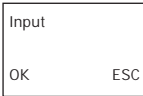
**1**   Press & Hold

**2**   Press Once  
 Press Once

**3**   Press Once

**4**    Press Once  
 Press Once

**5**   Press once to name the shift.

**6**  Example Administration  
Please refer to page 6 for T9 input method

**7** Input  
Morning  
OK ESC

 Press Once

**8** New Shift  
Name Morning  
On time 00:00  
Off time 00:00

 Press Once  
 Press Once

**9** New Shift  
Name Morning  
On time 09:00  
Off time 00:00

Insert the time.  
For example 9:00

 Press Once

**10** New Shift  
Name Morning  
On time 09:00  
Off time 00:00

 Press Once  
 Press Once

**11** New Shift  
Name Morning  
On time 09:00  
Off time 15:00

Insert the time  
For example 15:00

 Press Once

**12** Shift  
Save ?  
ESC OK(Save)


 Press once once  
to save settings.


**13** Shift  
New Shift

 Press 3 times to  
return to the  
main menu

Repeat the above steps to configure more working shifts, for example morning shift, night shift etc. Always select NEW SHIFT to configure a new working shift.

Follow the steps to change settings in each shift to fit your working environment:

**1** Wel come Check-In  
09:00   
01.01.09

 Press & Hold

**2**   
Setting

 Press Once  
 Press Once

**3** Setting   
Shift  
Att. Rule  
Company name

 Press Once

**4** Shift  
Name  
Morning 09:00 15:00

Select working shift by  
pressing    
 Press Once

5

Option	↓
<b>Edit</b>	
To Dept.	
To Personal	

(OK) Press Once

6

Edit	
<b>Name</b>	<b>Morning</b>
On time	09:00
Off time	15:00

Now you can change the name, ON time and OFF time as show in page 22.

7

Edit	
Name	Morning
On time	09:00
<b>Off time</b>	<b>16:00</b>

(ESC) Press Once

8

Shift	
Save ?	
ESC	OK(Save)

(OK) Press once to confirm

9

Option	↓
<b>Edit</b>	
To Dept.	
To Personal	

(ESC) 4 times to return to the main menu.

## TO ASSIGN WORKING SHIFT


The configured working shift must be assigned to individual users, or department or all users. Without assigning working shift prior to use, TA100 DIY cannot calculate the attendance data for users. Assignment of preset working shift can be done either to:

- All users, or
- Department, or
- Individual users


## TO ASSIGN WORKING SHIFTS TO ALL USERS

Choose "All Users" in situation where all users in your company were working according to the same working shift, meaning that the attendance data of all users will be calculated based on the same working shift. If there were a few departments running on the same working shifts, you can choose to assign to all users as well.


To assign working shift to all users, follow the steps below:

- 

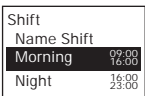
**1** Wel come Check-In  
09:00  
01.01.09

**(MENU)** Press & Hold
- 

**2** Setting

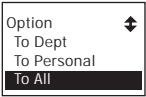
**(v)** Press Once  
**(OK)** Press Once
- 

**3** Setting  
Shift  
Att. Rule  
Company name

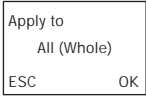
**(OK)** Press Once
- 

**4** Shift  
Name Shift  
Morning 09:00 - 16:30  
Night 16:30 - 23:00

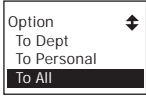
Select preset working shift by pressing **(u)**

**(v)**  
**(OK)** Press Once
- 

**4** Option  
To Dept  
To Personal  
To All

**(v)** Press 3 times  
**(OK)** Press Once
- 

**5** Apply to  
All (Whole)  
ESC OK


**(OK)** Press once to confirm
- 

**6** Option  
To Dept  
To Personal  
To All

**(ESC)** Press 4 times to return to the main menu.



## TO ASSIGN WORKING SHIFT TO DEPARTMENT

Assignment of working shift to department is suitable for a company where the staff are divided into several departments and all users are working according to different working shifts. Assignment of the preset working shift to each department is a must. It is possible for few departments to run on the same working shift and in some company, there is a requirement where each department is running on different working shifts. Therefore, configuration of each working shift for each department is necessary to ensure correct reporting.


- 



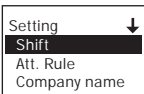
1

Wel come Check-In  
09:00  
01.01.09

 Press & Hold
- 


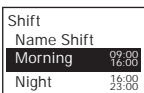
2

  
Setting

 Press Once  
 Press Once
- 


3



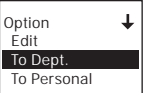
Setting  
Shift  
Att. Rule  
Company name

 Press Once
- 

4



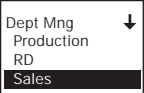
Shift  
Name Shift  
Morning 09:00  
Night 16:00

Select preset working shift by pressing 

  
 Press Once
- 




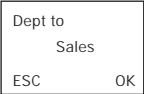
5

Option  
Edit  
To Dept.  
To Personal

 Press Once  
 Press Once
- 


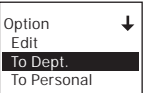
6

Dept Mng  
Production  
RD  
Sales

Select Department by pressing    
 Press Once
- 


7

Dept to  
Sales  
ESC OK

 Press once to confirm
- 

8

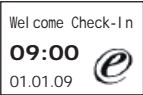
Option  
Edit  
To Dept.  
To Personal

 Press 4 times to return to the main menu.



Repeat the steps above to assign working shift to other departments.

## TO ASSIGN WORKING SHIFTS TO INDIVIDUAL USERS



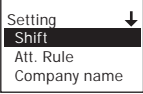
Assignment of working shift to individual user is suitable for employees whose working times were different from the other staff, or departments, for example the boss, security guards, cleaning workers etc. To configure individual user working shifts, follow the steps below:

- 


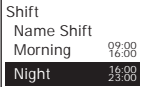
**1** Wel come Check-In  
09:00  
01.01.09

 Press & Hold
- 





**2** Setting

 Press Once  
 Press Once
- 



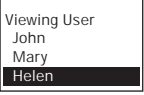
**3** Setting  
Shift  
Att. Rule  
Company name

 Press Once
- 




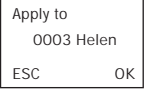
**4** Shift  
Name Shift  
Morning 09:00 - 16:00  
Night 16:00 - 23:00

Select preset working shift by pressing   
 Press Once  
 Press Once
- 


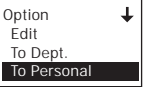
**5** Option  
Edit  
To Dept.  
To Personal

 Press twice  
 Press Once
- 


**6** Viewing User  
John  
Mary  
Helen

Select User ID by pressing   
 Press Once
- 

**7** Apply to  
0003 Helen  
ESC OK


 Press once to confirm
- 

**8** Option  
Edit  
To Dept.  
To Personal



 Press 4 times to return to the main menu.


## TO SHIFT USERS INTO DIFFERENT WORKING SHIFT


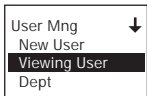
Changing of users from one shift to another is possible with TA100 DIY. For example, a production worker's shift needs to be changed from morning shift to night shift. Follow the steps below to configure the shift change:

- 



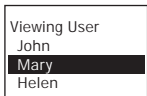
1 Wel come Check-In  
09:00  
01.01.09

 Press & Hold
- 



2   
User Mng


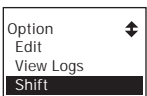
 Press Once
- 

3 User Mng  
New User  
Viewing User  
Dept




 Press Once  
 Press Once
- 

4 Viewing User  
John  
Mary  
Helen


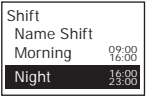
Select a user ID by pressing  

 Press Once
- 


5 Option  
Edit  
View Logs  
Shift



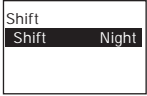
 Press 3 times  
 Press Once
- 

6 Shift  
Shift Morning


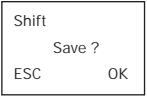
 Press Once
- 

7 Shift  
Name Shift  
Morning 09:00  
16:00  
Night 16:00  
23:00


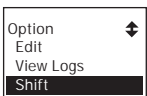
Select a new working shift by pressing 

  
 Press Once
- 


8 Shift  
Shift Night

 Press Once
- 

9 Shift  
Save ?  
ESC OK

 Press once to save  
settings
- 

10 Option  
Edit  
View Logs  
Shift

 Press 4 times to return to the main menu.






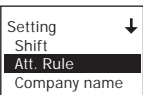


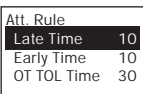




## CONFIGURATION OF ATTENDANCE RULES


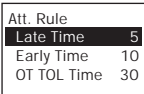
The attendance rules are applied to all working shifts in the same TA100 DIY reader. You can configure the following attendance rules to affect the attendance data calculations.


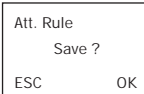



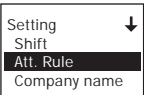

ATTENDANCE RULES	DEFAULT VALUE	FUNCTIONS
Late Time	5	Do not deduct user's working time if he/she was late within less than 5 minutes from the actual IN time Maximum 60 minutes
Early Time	5	Do not deduct user's working time if he/she left early within less than 5 minutes from the actual OUT time. Maximum 60 minutes
OT TOL Time	60	Only calculate OT time if a user worked more than 60 minutes. Ignore OT time if user worked less than 60 minutes. Maximum 999 minutes.

To configure, please follow steps below:

- 
 Press & Hold
- 
 Press Once  
 Press Once
- 
 Press Once  
 Press Once
- 

Select the attendance rules by pressing  

For example Late time  Press Once
- 

Insert value by pressing keypad  
For example 5.  
 Press once to confirm
- 
 Press once to confirm  
 
- 
 Press 2 times to return to the main menu.


Repeat the above steps to edit or update attendance rules for your company.

# 5 ● DATA TRACKING AND REPORT PREPARATION


## ATTENDANCE TRACKING

TA100 DIY allows administrator to track user's clocking activities with raw clocking data for fast checking but not for attendance viewing. You may use these steps to track the clocking activities of users, to confirm that he/she reports attendance during a specific time period. Administrator can skip these steps and print report directly for evaluation.

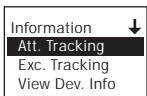
Follow the steps below to track clocking activities.

- 

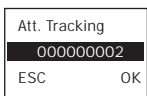
1 Wel come Check-In  
09:00  
01.01.09

(MENU) Press & Hold
- 

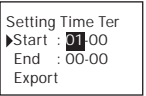
2 Information

(v) Press twice  
(OK) Press Once
- 


3 Information  
Att. Tracking  
Exc. Tracking  
View Dev. Info

(OK) Press Once
- 


4 Att. Tracking  
00000002  
ESC OK

Enter User ID by pressing keypad.  
Example 000002  
(OK) Press Once
- 

5 Setting Time Ter  
Start : 01-00  
End : 00-00  
Export

(OK) Press once to define the starting dates to track.  
Enter month by pressing keypad.  
(OK) Press Once  
(v) Press Once
- 

6 Setting Time Ter  
Start : 01-01  
End : 01-11  
Export

(OK) Press Once  
Now enter the end date by pressing keypad.  
For example 11 of January is 11  
(OK) Press Once  
(v) Press Once
- 

7 Setting Time Ter  
Start : 01-01  
End : 01-11  
Export

(v) Press Once  
(OK) Press Once

**8**

00000002 2009 - 10 1/2  
02 09:15

To understand the information display

000000002 - user ID  
 2009-1 - date in yyyy/m format, 2009-January  
 1/2 - Total 2 pages of date, and now 1st page is viewing  
 02 - day of the month, 2nd of January  
 09:15 - the attendance time

Another option to do checking on clocking activities is shown below:

**1**

Welcome Check-In  
**09:00**  
 01.01.09

**(MENU)** Press & Hold

**2**

  
 User Mng

**(OK)** Press Once

**3**

User Mng  
 New User  
**Viewing User**  
 Dept Mng

**(V)** Press Once

**(OK)** Press Once

**4**

Viewing User  
 John  
**Mary**  
 Helen

Select User ID by pressing

**(U)** **(D)**

**(OK)** Press Once

**5**

Option  
 Examine  
 Edit  
**View Logs**

**(V)** Press twice

**(OK)** Press Once

**6**

00000002 2009 - 1 1/2  
02 09:15










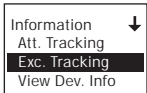



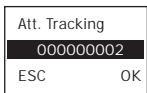

All clocking activities of the user for the specific date range are displayed on screen.

**(ESC)** Press 4 times to return to the main menu.

## EXCUSES TRACKING

Under some circumstances, the clocking data will be considered as exceptions such as late in, early out, wrong clocking status and etc. These data can be viewed in a special page named Excuses Tracking. All improper clocking data is displayed in this page for easy checking. You can check for the late time, early time, absent from work etc from this page.

To check excuse tracking, follow these steps:

-  Wel come Check-In  
**09:00**  
01.01.09   
 Press & Hold
-      
**Information**  
 Press twice  
 Press Once
-  Information   
Att. Tracking  
**Exc. Tracking**  
View Dev. Info  
 Press Once  
 Press Once
-  Att. Tracking  
**00000002**  
ESC OK  
Enter User ID by pressing keypad.  
Example 000002  
 Press Once

5

00000002	2009-1
07	----A ----A
06	07:50L 16:00
05	08:50 16:00
04	09:05L 15:45E
03	----A ----A
02	----A ----A
01	----A ----A


All improper clocking times are displayed on screen.

Press   to view

If the clocking time was empty and ended with "A", it means the user was absent from work.

If the clocking time is displayed but ended with "L", it means user was late to work.

If the clocking time is displayed but ended with "E", it means the user left work earlier.

 Press 3 times to return to the main menu.

## TO GENERATE AND SAVE REPORT

FingerTec® TA100 DIY prepares time attendance reports directly.

There are 3 reports available as explained below:

### **ELECTRONIC TIME CARD**

Electronic Time Card is a complete attendance report for each user. All Check Ins, Breaks, Resumes and Out times are displayed in this time card. If there were OT works involved, OT and Done time would be printed too. The data displays day-by-day and normally presented in a month format. Important information can be found printed in the report, including work time, OT time, Late time and etc.

### **DAILY ATTENDANCE LISTING**

Daily Attendance Listing report is intended to show all clocking activities of users for each day. The data will be arranged and displayed by date and time.


### **STAFF MOVEMENT ANALYSIS**

Staff Movement Analysis is to show users' clocking data by terminals. Ignore this report if you only installed one terminal. Installation of multiple terminals to capture clocking activities enables you to download clocking data from each terminal and upload them into a master terminal. With all clocking activities from all terminals, you can print this report to check terminals which were used for verifications. Please refer to page 38 to see download and upload attendance data.


You can export and save these reports into a USB flash disk. Plug the USB flash disk into a computer to view these reports. Reports can be viewed via Internet browser (Internet Explorer or Mozilla Firefox). You can print these reports directly.

Reports can be saved and sorted by all users, departments or selected users only.

To prepare and save report of All Users into a USB flash disk, follow these steps:

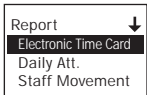
- 

1 Wel come Check-In  
09:00  
01.01.09

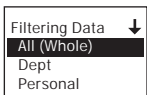
(MENU) Press & Hold
- 

2

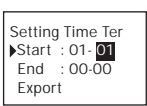
Report

(v) Press 3 times  
(OK) Press Once
- 

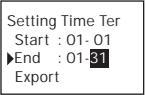
3 Report  
Electronic Time Card  
Daily Att.  
Staff Movement

Select the report by pressing (u) (d)  
For example Electronic Time Card  
(OK) press Once
- 


4 Filtering Data  
All (Whole)  
Dept  
Personal

Select All pressing (u) (d)  
(OK) Press Once
- 

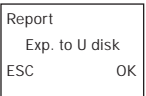
5 Setting Time Ter  
Start : 01-01  
End : 00-00  
Export

(OK) Press Once  
Start to insert the start date of the report by pressing keypad. For example 1st January.  
(OK) Press once to confirm  
(v) Press Once
- 

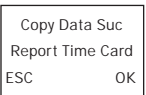
6 Setting Time Ter  
Start : 01-01  
End : 01-31  
Export

(OK) Press Once  
Start to insert the end date of the report by pressing keypad. For example 31st January.  
(OK) Press once to confirm  
(v) Press Once
- 


7 Setting Time Ter  
Start : 01-01  
End : 01-31  
Export

(OK) Press Once
- 

8 Report  
Exp. to U disk  
ESC OK

(OK) Press Once
- 

9 Copy Data Suc  
Report Time Card  
ESC OK

(OK) Press Once
- 

10 Setting Time Ter  
Start : 01-01  
End : 01-31  
Export

(ESC) Press 4 times to return to the main menu.

Now unplug the USB flash disk from TA100 DIY. Plug the USB flash disk into a computer and you can start to view and print the reports.

**For Department** • To prepare and save report into USB pen drive, follow these steps:

- 1** Wel come Check-In  
09:00  
01.01.09

Press & Hold
- 2**

Press 3 times  
 Press Once

Report
- 3** Report ↓  
Electronic Time Card  
Daily Att.  
Staff Movement

Select the report by pressing

For example Electronic Time Card  
 press Once
- 4** Filtering Data ↓  
All (Whole)  
Dept  
Personal

Select Department by pressing

Press Once
- 5** Dept Mng ↓  
Production 10  
RD 5  
Sales 6

Select the report by pressing

For example Production  
 Press Once
- 6** Setting Time Ter  
▶Start : 01-01  
End : 00-00  
Export

Press Once

Start to insert the start date of the report by pressing keypad. For example 1st January.

Press once to confirm  
 Press Once
- 7** Setting Time Ter  
Start : 01-01  
▶End : 01-31  
Export

Press Once

Start to insert the end date of the report by pressing keypad. For example 31st January.

Press once to confirm  
 Press Once
- 8** Setting Time Ter  
Start : 01-01  
End : 01-31  
▶Export

Press Once
- 9** Report  
Exp. to U disk  
ESC OK

Press Once
- 10** Copy Data Suc  
Report Time Card  
ESC OK

Press Once
- 11** Setting Time Ter  
Start : 01-01  
End : 01-31  
▶Export

Press 4 times to return to the main menu.

Now unplug the USB flash disk from TA100 DIY. Plug the USB flash disk into a computer and you can start to view and print the reports.

**For Selected Users** • To prepare and save report for selected users into a USB flash disk, follow these steps:

- 1** Wel come Check-In  
**09:00**  
 01.01.09

**(MENU)** Press & Hold
- 2** Report

**(V)** Press 3 times  
**(OK)** Press Once
- 3** Report  
 Electronic Time Card  
 Daily Att.  
 Staff Movement

Select the report by pressing **(U)** **(V)**  
 For example Electronic Time Card  
**(OK)** press Once
- 4** Filtering Data  
 All (Whole)  
 Dept  
 Personal

Select Personal pressing **(U)** **(V)**  
**(OK)** Press Once
- 5** Viewing User  
 John  
 Mary  
 Helen

Select user ID by pressing **(U)** **(V)**  
**(OK)** Press once to confirm
- 6** Setting Time Ter  
 Start : 01-01  
 End : 00-00  
 Export

**(OK)** Press Once  
 Start to insert the start date of the report by pressing keypad. For example 1st January.  
**(OK)** Press once to confirm  
**(V)** Press Once
- 7** Setting Time Ter  
 Start : 01-01  
 End : 01-31  
 Export

**(OK)** Press Once  
 Start to insert the end date of the report by pressing keypad. For example 31st January.  
**(OK)** Press once to confirm  
**(V)** Press Once
- 8** Setting Time Ter  
 Start : 01-01  
 End : 01-31  
 Export

**(OK)** Press Once
- 9** Report  
 Exp. to U disk  
 ESC OK

**(OK)** Press Once
- 10** Copy Data Suc  
 Report Time Card  
 ESC OK

**(OK)** Press Once
- 11** Setting Time Ter  
 Start : 01-01  
 End : 01-31  
 Export

**(ESC)** Press 4 times to return to the main menu.

Now unplug the USB flash disk from TA100 DIY. Plug the USB flash disk into a computer and you can start to view and print the reports.



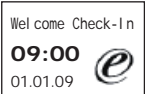
## USB PEN DRIVE MANAGEMENT

The USB pen drive or flash disk is an important tool for TA100 DIY. You can download/upload users between all TA100 DIY by using USB pen drive. You can download and upload attendance data into a TA100 DIY to centralize the attendance data.


### TO DOWNLOAD/UPLOAD USERS

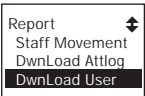
(Skip this if only 1 unit of TA100DIY was installed)

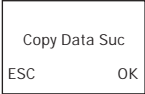
You can enroll all users into a TA100 DIY and download their fingerprints or passwords into a USB pen drive. Now, plug the USB pen drive to another TA100 DIY to upload the user fingerprints and passwords. You can avoid re-enrollment of the same users in the other TA100 DIY. To download users, follow these steps:

- 

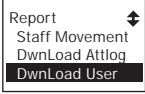
Plug USB pen drive to the terminal.

**(MENU)** Press & Hold
- 

**(v)** Press 3 times  
**(OK)** Press Once
- 


**(v)** Press 4 times  
**(OK)** Press Once
- 


Wait until process is completed.

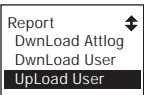
**(OK)** Press Once
- 

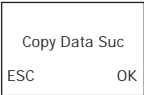
**(ESC)** Press twice to return to the main menu.  
Unplug the USB pen drive.

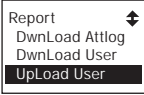
To upload users into TA100 DIY, follow steps:

- 

Plug USB pen drive to the terminal.  
**(MENU)** Press & Hold
- 

**(DOWN)** Press 3 times  
**(OK)** Press Once
- 

**(DOWN)** Press 5 times  
**(OK)** Press Once
- 

Wait until process is completed.  
**(OK)** Press Once
- 

**(ESC)** Press twice to return to the main menu.  
Unplug the USB pen drive.


## TO DOWNLOAD/UPLOAD ATTENDANCE DATA



*(Skip if only one unit of TA100DIY was instal)*



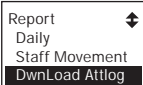
If multiple TA100 DIY terminals were installed in a same working environment, users can report attendance at any terminals. Under this scenario, the attendance data in each terminal might not be complete and this could affect the quality of the reports.



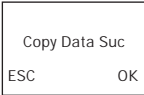
It is advisable to download attendance data from all terminals into a USB pen drive. All of these attendance data then will be uploaded into a TA100 DIY to centralize the attendance data. Now you can prepare complete reports of all users without any doubt.


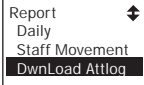
To download attendance data into a USB pen drive, follow these steps:


- 

Plug USB pen drive to the terminal.  
 Press & Hold
- 

 Press 3 times  
 Press Once
- 

 Press 3 times  
 Press Once
- 

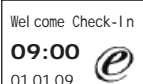
Wait until process is completed.  
 Press Once
- 



 Press twice to return to the main menu.  
Unplug the USB pen drive.



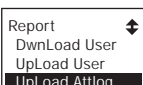
To upload attendance data into a TA100 DIY.



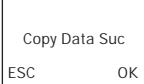
**NOTE**



You must select a TA100 DIY as a master unit to centralize the attendance data


- 

Plug USB pen drive to the terminal.  
 Press & Hold
- 

 Press 3 times  
 Press Once
- 

 Press 6 times  
 Press Once
- 

Wait until process is completed.  
 Press Once
- 


 Press twice to return to the main menu.  
Unplug the USB pen drive.

# 6 ● MISCELLANEOUS


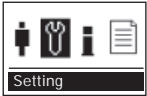
## CONFIGURATION OF SCHEDULED BELLS

TA100 DIY is integrated with a scheduled bell function. The TA100 DIY can be configured to ring and alert users during specific time period, for example during lunch and after lunch to resume work etc. There are 25 schedules available per day. The cycle is running 7 days a week.




To configure the scheduled bells, follow the steps below:

- 



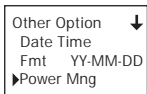
**1** Wel come Check-In  
09:00  
01.01.09

 Press & Hold
- 



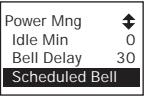
**2** Setting

 Press Once  
 Press Once
- 



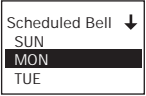
**3** Setting  
Att. Rule  
Company Name  
Other Option

 Press 3 times  
 Press Once
- 




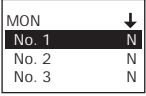
**4** Other Option  
Date Time  
Fmt YY-MM-DD  
Power Mng

 Press twice  
 Press Once
- 


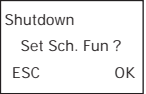
**5** Power Mng  
Idle Min 0  
Bell Delay 30  
Scheduled Bell

 Press 6 times  
 Press Once
- 


**6** Scheduled Bell  
SUN  
MON  
TUE

Select day by pressing  
   
 Press Once
- 

**7** MON  
No. 1 N  
No. 2 N  
No. 3 N

Select a schedule to configure  
 Press Once
- 

**8** Shutdown  
Set Sch. Fun ?  
ESC OK

 Press Once

- 9**
- |       |       |
|-------|-------|
| MON   | ↓     |
| No. 1 | 08:00 |
| No. 2 | N     |
| No. 3 | N     |
- Insert the time by pressing keypad.  
Example 08:00  
(OK) Press Once
- 10**
- |       |   |
|-------|---|
| MON   | ↓ |
| 08:00 |   |
| No. 2 | N |
| No. 3 | N |
- (ESC) Press Once
- 11**
- |                |
|----------------|
| Scheduled Bell |
| Save ?         |
| ESC OK(Save)   |
- (OK) Press Once
- 12**
- |                |   |
|----------------|---|
| Scheduled Bell | ↓ |
| SUN            |   |
| MON            |   |
| TUE            |   |
- (ESC) Press Once
- 13**
- |                |    |
|----------------|----|
| Power Mng      | ↕  |
| Idle Min       | 0  |
| Bell Delay     | 30 |
| Scheduled Bell |    |
- (▲) Press Once  
(OK) Press Once
- 14**
- |                |    |
|----------------|----|
| Power Mng      | ↕  |
| Idle Min       | 0  |
| Bell Delay     | 30 |
| Scheduled Bell |    |
- Insert the time interval to ring  
For example 30 to indicate 30sec.  
Maximum is 999 sec.  
(OK) Press Once
- 15**
- |                |    |
|----------------|----|
| Power Mng      | ↕  |
| Idle Min       | 0  |
| Bell Delay     | 30 |
| Scheduled Bell |    |
- (ESC) Press Once
- 16**
- |              |
|--------------|
| Power Mng    |
| Save ?       |
| ESC OK(Save) |
- (OK) Press Once
- 17**
- |              |   |
|--------------|---|
| Other Option | ↓ |
| Date Time    |   |
| Fmt YY-MM-DD |   |
| ▶Power Mng   |   |
- (ESC) Press 3 times to return to the main menu.

Repeat the above steps to configure more schedules. Please take note that the Bell Delay (time interval to ring) is applied to all schedules. Skip this step if you had configured it earlier.

## OTHER OPTIONS

Setting	↕
Att. Rule	
Company Name	
Other Option	

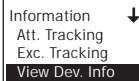
There are many other powerful functions available in TA100 DIY. You can use them if necessary. To check these available options, follow the steps below:

Press   to view the available options and their functions are as below:

OPTIONS		FUNCTIONS
Date Time		To configure display date and time
Fmt		To change the display date format
Power Mng	Shutdown	To configure automatic turn off time
	Power On	To configure automatic turn on time
	Sleep	To configure automatic sleep time
	Idle	To configure idle action (SLP – to go into sleep mode; OFF to turn off reader)
	Idle Min	To configure time interval for reader to become idle
	Bell Delay	To configure the time period to ring bell (siren)
	Scheduled Bell	To configure schedules for bell (siren) ringing
	Lock Power	To lock power button to avoid shutting off of a reader accidentally or intentionally by unauthorized person.
Comm Opt	IP addr	To configure the IP address of a reader.
	NetMask	To configure the same net mask as environment, and reader can suit into the same network.
	Gateway	To configure same Gateway as environment, and reader can suit into same environment.
	NetSpeed	To configure network connection speed.
	COMM key	Communication key between reader and software, all ways set to "0"



Show Score	To show the quality of captured fingerprint image during capturing process. Maximum is 50.
Match Thr	To configure the sensitivity of the sensor during 1:N matching.
1:1 Thr	To configure the sensitivity of the sensor during 1:1 matching.
Voice	To enable/disable greeting voice.
PINWIDTH	To configure the length of user ID
Pre Fill Zero	To fill the empty space of user ID by number 0 to satisfy the preset user ID length. Example, length of user ID is 9 digits. Input user ID 1888. System will fill number 0 to the ID to become 000001888.
Language	To select the display and greeting language of the reader
Del AttLogs	To delete all attendance logs stored in reader
Clear All User	To delete all enrolled users in the reader
Clear All Data	To delete all data (user ID, fingerprint, password, attendance logs) stored in the reader.
Upd Firmware	To update firmware of the reader.

## TO VIEW INFORMATION OF DEVICE



Viewing of device information is possible to know its status. Basic information such as serial number, firmware version etc and data storage information which include total numbers of fingerprints, transaction logs etc), and available empty space, can be obtained from the device information.

To access into the Device information menu, follow the steps below:

Now you can press   to view the information and their meanings are as below:

INFORMATION		MEANINGS
User Cnt		To show total of users in reader
FP Cnt		To show total of fingerprint templates in reader
Att Log		To show total of attendance logs in reader
Admin Cnt		To show total of administrator enrolled in reader
Pwd Usr		To show total of password users in reader
S Logs		For testing purpose.
Free Space Info		To show total memory available in reader
Dev Info	FPCnt (100) – 8	To show total of fingerprint supported by reader, 800
	AttLog (10k) – 3	To show total of attendance logs can stored in reader, 30000
	S Logs – 4096	For testing purpose
	Manu Time	Manufacturing date and time of reader
	Serial number	Serial number of reader
	Manufacturer	Name of manufacturer
	Device name	The name of Device
	Alg version	To show the algorithm version used by the reader
	Firmware version	To show the firmware version used by the reader.



## 7 ● OPTIONAL

**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.

The TA100 DIY does not require any software to manipulate and analyze its data. Therefore, TA100 DIY does not come with any software CD and does not communicate with PC.

If you feel that the features of TA100 DIY is no longer suffice to support your company's requirements, and wish to upgrade to FingerTec® software, TCMS V2, the TA100 DIY could be changed to adopt the software with an upgrade of the firmware and you can connect the reader to PC via LAN CAT 5 cable. Once the upgrade process is done, all features of TA100 DIY will be erased completely and you must refer to the TA100 User Manual for more details in functions and operations. Please refer to your local reseller for more details or email us at [info@fingertec.com](mailto:info@fingertec.com).

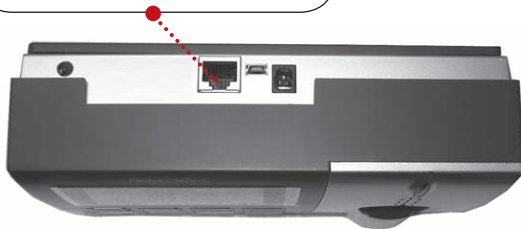
TCP/IP is only applicable if the TA100 DIY was upgraded to TA100 series and worked with FingerTec® TCMS V2 software)

**NOTE**

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

**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.



**1**



**DC 5V POWER ADAPTER**

**2**



**TA100 DIY READER**

**3**



**POWER BUTTON**

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.

IP Addr 192. 168. 1.201	Comm Opt ▶ Ethernet Yes RS232 No RS485 No
ESC OK	

**NOTE**

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

### 1. Setup the IP address by network configuration

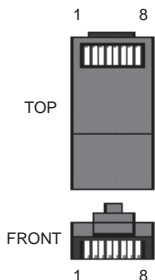
The machine default IP address is 192.168.1.201; this is a legal and available IP address in many LAN environment. If the host IP address is 192.168.1.X and it is in the same network region, then this IP can be used directly. If not, please make sure that you have changed the IP address accordingly.

### 2. Setup of Ethernet.

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

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

# APPENDIX ● TROUBLESHOOTING

- Q: What is the difference between FingerTec® TA100 & TA100 DIY Fingerprint Time Attendance System?**
- A:** FingerTec® TA100 DIY reader has combined the management software into the reader's firmware. TA100 reader is operating with the bundled TCMS software.
- Q: How can I generate attendance report without attendance software?**
- A:** Attendance reports are generated in the reader itself and can be downloaded using USB flash disk.
- Q: What is the format of the attendance report?**
- A:** The attendance report is in HTML format, which can be viewed by using Internet browser.
- Q: Will the system purge the transaction logs if I downloaded the data?**
- A:** The transaction logs will remain in the reader until you perform manual deletion.
- Q: Can I use TA100 DIY as a door access system?**
- A:** FingerTec® TA100 DIY is a time attendance system only which does not have access control function.
- Q: How many siren schedules are in TA100 DIY?**
- A:** TA100 DIY is not equipped with siren schedule feature.
- Q: How many languages are available in FingerTec® TA100 DIY?**
- A:** Currently we have English & Indonesian language available in FingerTec® TA100 DIY, other languages will be added in future.
- Q: What is the use of the TCP/IP port on FingerTec® TA100 DIY reader?**
- A:** The TCP/IP port allows user to download the transaction data through Ethernet connection if they used the reader with their own developed time management software.

**Q: How can I enter the user name directly into reader?**

**A:** Please use the alphanumeric keypad and you can edit the user name in “User Management” setting.

**Q: How long does it take to generate the attendance report into USB Flash Disk?**

**A:** It will take around 30-40 second to generate all attendance logs.

**Q: Where is the power off button of the reader?**

**A:** The power off button is used as OT-Out as well. Simply press & hold the  button on the keypad for a few seconds to shut down the reader.

**Q: Can I use any USB Flash Disk to download & generate attendance report?**

**A:** Any USB Flash Disk with version 2.0 can be used to download & generate attendance report from TA100 DIY.

**Q: Would the reader provide any indication about the reader memory's status?**

**A:** To avoid the lost of the earlier data please make sure to download the required data into USB Flash Disk.

# APPENDIX ● SAMPLE REPORT

9-20

## Daily Attendance Listing 2008-09-02

User ID	Name	Sched	In	Break	Resume	Out	OT In	OT Out	OverTime	Work	Short	Leave Taken
10	Samuel Paal	Normal	08:44			18:17				9:33		
100	Christian Lina	Normal										Absent
102	Curtis	Normal	08:43									NoOut
104	Henry	Normal			19:00	19:00						NoIn
105	Zul	Normal										Absent
11	Nourana	Normal	08:39		21:47	21:47				13:08		
117	Samson	Normal	08:38									NoOut
17	Galen Sim	Normal	08:58		22:42	22:42				13:44		
18	Doruvan	Normal	08:54		18:54	18:54				10:00		
19	Ner Haliza	Normal	09:01		22:19	22:19				13:18	0:01	
21	Zemine	Normal	09:01		22:48	22:48				13:47	0:01	

### Daily Attendance Listing

Name: Curtis Dept: FingerTec Period: From 08-01 To 08-30

## Electronic Time Card 2008-9-23

Date	Normal						OverTime	Work	Short	Leave Taken	Res
	In	Break	Resume	Out	OT In	OT Out					
2008-9-1	07:51			18:03			10:12				
2008-9-2	07:56			17:29			9:33	0:31			
2008-9-3	07:56			17:42			9:46	0:18			
2008-9-4	12:04			21:01			8:57	0:04			
2008-9-5	07:55			17:53			9:58	0:07			
2008-9-6										Absent	
2008-9-7										Absent	
2008-9-8	07:53	21:07		21:07			13:14				
2008-9-9	07:52		21:11	21:11			13:19				
2008-9-10	07:56	21:04	07:56	21:04			13:08				
2008-9-11	07:53	21:04		21:04			13:11				
2008-9-12	07:53			17:39			9:46	0:21			
2008-9-13										Absent	
2008-9-14										Absent	
2008-9-15										Absent	

### Electronic Time Card

**Staff Movement Analysis**  
2008-9-1 0:00 - 2008-9-30 23:59:59

User ID	Name	Date	Transaction
1	1	2008-09-01	
10	Samuel Paul	2008-09-01	08:52(0) 18:31(1)
100	Christian Lina	2008-09-01	
101	Curtis	2008-09-01	
102	Henry	2008-09-01	08:43(0)
104	Zul	2008-09-01	18:48(1)
105	Noarana	2008-09-01	
108	Samson	2008-09-01	
109	Galen Sim	2008-09-01	
11	Donavan	2008-09-01	08:36(0) 19:51(1)
115	Nor Haliza	2008-09-01	
116	Zeming	2008-09-01	

## Staff Movement Analysis