FINGERTEC

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Welcome
09:00
Check - In
10-01-01   FRI

TA300

TA300
Desktop Time and Attendance
Fingerprint Terminal

User Guide

CONTENTS

1• GETTING STARTED

Viewing the User Guide in the Internet

The User Guide is available in the package when you purchase the terminal. The User Guide is also available online at fingertec.com and user.fingertec.com. Choose the language that you prefer for your online User Guide.
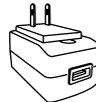
Terminal Included Accessories
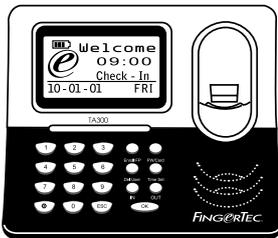
TA300 fingerprint terminal

USB cable

DC 5V power Adaptor

Included Printed Materials

• FingerTec Comprehensive DVD
• Quick Start Guide
• Pamphlet
• User Enrollment Template Form
• Warranty Card

Using Terminal

View the video guide of Terminal operations at this link http://user.fingertec.com/user-vd-TA300.htm.

Activating Terminal

The Terminal supports 3 types of power input.

DC5V POWER ADAPTER
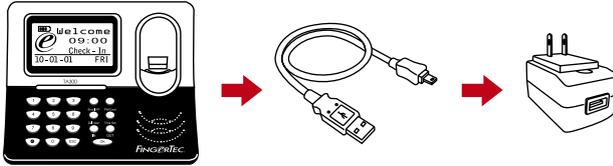
Connect DC5V power adapter directly at a power source to power on terminal and to charge the internal battery. Removal of the internal battery will not jeopardize the performance of the terminal as long as the terminal is linked to a DC5V power adapter.

PC USB PORT
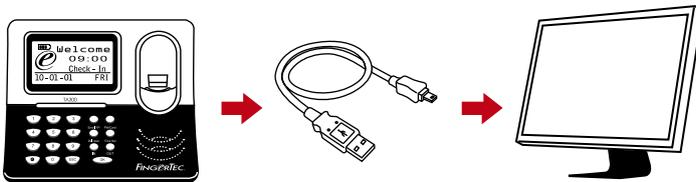
You can connect a USB cable provided to a PC USB port to charge the internal battery and to power on terminal. You can remove the internal battery and terminal will keep working from power received from a PC USB port.

INTERNAL BATTERY
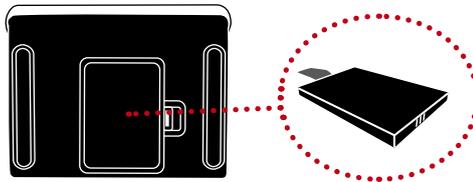
Charge the internal battery using either DC5V power adapter or PC USB port. After the battery has been fully charged, you can unplug all the other power supplies. Refer to the battery icon on terminal LCD for the status of the remaining power. Charge whenever necessary.

TURNING OFF/ON TERMINAL

Turning OFF press and hold the button for 3 sec.
Turning ON press once.

Connecting Terminal To A Computer
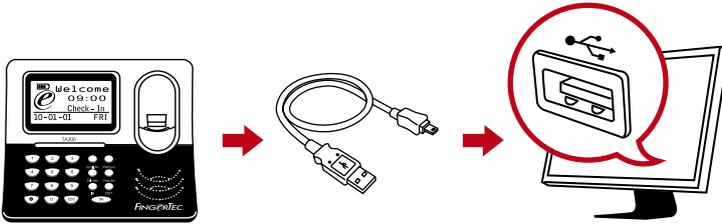
Connect terminal to PC USB port using the USB cable. If you are using more than one unit of Terminal, you can only connect one unit of Terminal to PC USB at a time. Unplug terminal from the PC after data transfer is done, and then plug another unit to repeat the process.

Registering Terminal

Make sure that you register your terminal's warranty with us at fingertec.com/ver2/english/e_warranty.htm.

2• BASICS

Introduction to Terminal

TA300 is the latest time attendance machine from FingerTec that works like a mobile gadget, a desktop standalone fingerprint reader that does not require installation. The simplicity and mobility of TA300 makes it suitable for tasks that require attendance on the go such as training centers, tuition centers, construction workers, etc. Having an internal battery that can last up to 5 hours of normal usage, TA300 is not only competitively priced, it is also providing extra convenience to users.

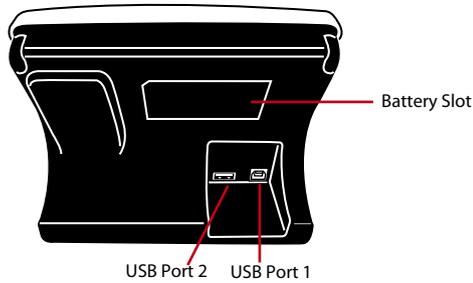TA300 model as well is ideal for small and medium companies that are looking for cost effective time clocking system that can increase efficiency in managing human resources. Employees checks in and out using TA300, and by the end of the day, all you need to do is to plug the USB cable into your PC and download the data into powerful TCMS V2 software for attendance reports.

TA300 can contain up to 500 fingerprint templates and 30000 transactions per terminal. TA300 really gives you value for you money! Choose TA300 for simple attendance and attendance on-the-go!

NOTE *Default TA300 does not embedded with any card reader but the terminal could accept three types of card technology, RFID, HID and MiFare upon your special request.*

Overview

LCD Screen Fingerprint Sensor
LED Display
Card Induction Area (TA300-R only)
Keypad

ITEM	FUNCTION
LCD Screen	Displaying status of terminal, day, date and time.
LED Display	**Green LED** – indicating that TA300 is in standby mode and ready to verify users, or user is verified successfully. **Red LED** – indicating that a user has failed to be verified at TA300.
Keypad	To input instructions into the terminal and to allow configuration.
Card Induction Area *(TA300-R only)*	Read the card information based on the card system of TA300-R.
Fingerprint Sensor	Scanning finger for confirmation of identity.

Battery Slot

USB Port 2   USB Port 1

ITEM	FUNCTION
Battery Slot	Insert the FingerTec backup battery to power on the terminal.
USB Port 1	Connect the USB extension provided here to download/upload data from/to the terminal. Connect the USB extension to the power adapter provided to the terminal to power on and to charge the battery.
USB Port 2	Connect the USB extension provided to receipt printer to print receipt after verification.

Battery

Welcome
09:00
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10-01-01   FRI

Time

Day / Date

Time	Showing the time set for the terminal
Day / Date	Showing the day and date set for terminal
Battery	Showing the status of internal battery (this icon will only be displayed after inserting the internal battery).

Keypad
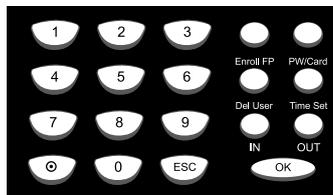
0 to 9	To insert user ID or password into the terminal.
On-Off	Press and hold for 3 sec to power off the terminal. Press once to power on the terminal
ESC	To cancel ongoing operation

ITEM	FUNCTION
OK	To confirm operation
Enrol FP	To start fingerprint enrolment process.
PW/Card	To start password enrolment or card registration process. *(TA300-R only)*
Del User	To delete users from the terminal.
Time Set	To change date and time for the terminal
IN	To define the time you start working, or return from break.
Out	To define the time you finish working or take a break.

Setting of Date And Time

TA300 is designed exclusively for time attendance, which makes time and date crucial to the system.

TO SET DATE AND TIME FOR THE TERMINAL

Time Set > Press IN or OUT to select date or time to change > Press number 0 to 9 to insert input > OK

Changing Greeting Voice & Display Language

You can change the greeting voice and display language of TA300 to your local language.

TO CHANGE

Insert 5555 > Time Set > Select language by pressing IN or OUT > OK (save) > ESC to return to the main menu.

To Clean Fingerprint Sensor

Clean the fingerprint scanner with microfiber cloth.

3 • MANAGING USERS

Enrolling User

Center point

TA300 can contain up to 500 fingerprints and 30000 logs transaction. Administrator is required before any other users are enrolled inside the TA300 Once an administrator is enrolled in the TA300, any attempt to access into the users enrolment or deletion will prompt the terminal to display "Admin Affirm". The administrator's fingerprint or password is required to access to other features.

The range of User ID offered in TA300 is from 00001 to 65534. However, user ID 8888 is reserved for an Administrator. Normal user enrolment is not allowed to carry user ID 8888.

Enrolling Enrolments

It is recommended to enroll two fingers for one user ID. One template is default and another one is used for backup. You need to check the quality of the fingerprint before doing any fingerprint enrolment. It is important to locate the centerpoints of the finger because the centerpoints have to be placed in the middle of the scanner during enrolment to get a good reading. You also have to make sure that the fingers are not too wet or too dry for enrolment. During enrolment or verification, do not press hard at the sensor, just place your finger on the sensor. Never enroll or verify your fingerprint under bright light or direct sunlight.
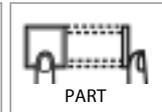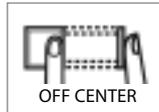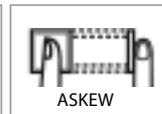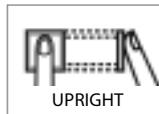
WHAT YOU SHOULD DO

WHAT YOU SHOULD NOT DO

UPRIGHT	ASKEW
OFF CENTER	PART
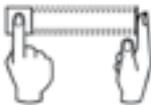
Place finger flat on the fingerprint sensor. Make sure the finger's midpoint is placed at the center of the fingerprint sensor.

Enrolling Administrator

Administrator must enroll with ID 8888.

To enroll administrator with fingerprint: Press Enroll FP > New enroll? > OK > insert 8888 > OK > Place finger on sensor to capture fingerprint for 3 times > OK (Save) > New enroll? > ESC > Backup Enroll? > OK > Place another finger on sensor to capture fingerprint for 3 times > OK (Save) > ESC to return to the main menu.

It is recommended to enroll another finger as backup fingerprint during the enrolment process. However this is an option. To only enroll with one fingerprint, press ESC to return to the main menu after you have saved your first fingerprint enrolment.

After administrator has been enrolled into TA300, normal users can no longer access into the TA300 to do any settings. Any pressi on the buttons would prompt TA300 to show "Admin Affirm" requesting administrator verification to access the main menu.

Enrolling of Fingerprint

To enroll with fingerprints: Press Enroll FP > New enroll? > OK > insert user ID > OK > Place finger on sensor to capture fingerprint for 3 times > OK (Save) > New enroll, Continue? > ESC > Backup Enroll? > OK > Place another finger on the sensor to capture fingerprint for 3 times > OK (Save) > ESC to return to the main menu.

It is recommended to enroll another finger as backup fingerprint during the enrolment process. To only enroll with 1 fingerprint, press ESC to return to the main menu after you have saved your first fingerprint enrolment.

Enrolling Password

To enroll with password: Press PW/Card > New enroll? > OK > insert user ID > OK > Insert password (maximum 5-digit) > OK > Re-insert password to confirm > OK (Save) > OK > ESC to return to the main menu.

Enrolling RFID Cards (TA300-R only)

The default TA300 does not come with RFID card reading module. You can order TA300 with the card feature with us at sales@fingertec.com

To enroll with RFID card: Press PW/Card > Reg RFID > New enroll? > OK > insert user ID > OK > Wave the RFID card to the induction area > OK (Save) > OK > ESC to return to the main menu.

Enrolling Mifare Cards (TA300-MC only)

Enrolment of Mifare card is to save fingerprint of users into the Mifare card. The default TA300 does not come with Mifare card reading module. You can order TA300 with the card feature with us at sales@fingertec.com

There are 7 different operations of Mifare cards in TA300.

Create PIN card: Creating identification card without storing any fingerprint into the card. The card user must do prior enrolment into TA300 with either fingerprint or password.

Press PW/Card > FP Card Mng > Create PIN Card > Insert User ID > Wave the card at the induction area > Write Suc > OK (save) > ESC to return to the main menu.

Enroll FP Card: Enrolling a new user and writing his fingerprint directly into the Mifare card. A fingerprint is not stored inside the TA300.

Press PW/Card > FP Card Mng > Enroll FP card > Insert User ID > Place your finger on the sensor to capture fingerprint for 3 times > OK > Wave the card at the induction area > Write Suc > OK (Save) > ESC to return to the main menu.

Create FP Card: Copying a fingerprint of a user from a TA300 into a Mifare card.

Press PW/Card > FP Card Mng > Create FP Card > Insert User ID > Wave the card at the induction area > Write Suc > OK (Save) > ESC to return to the main menu.

Reg FP Card: Registering a Mifare card that has been enrolled in another FingerTec® terminal to a TA300. TA300 can only read a particular Mifare card after this operation.

Press PW/Card > FP Card Mng > Reg FP Card > Wave the card to the induction area > Write Suc > OK (Save) > ESC to return to the main menu.

Unreg FPCard: Deregister a particular Mifare card from TA300. TA300 stops to read the card after this operation.

Press PW/Card > FP Card Mng > Unreg FP Card > Wave the card at the induction area > Write Suc > OK (Save) > ESC to return to the main menu.

Empty Card: This feature is to clear the contents of Mifare card.

Press PW/Card > FP Card Mng > Empty Card > Wave the card to the induction area > Write Suc > OK (Save) > ESC to return to main menu.

Dup FP Card: Copying a fingerprint from a Mifare card into TA300. The user can verify fingerprint directly at the TA300.

Press PW/Card > FP Card Mng > Dup FP Card > Wave the card at the induction area > Write Suc > OK (Save) > ESC to return to the main menu.

Move to FP Card: Copying fingerprint from TA300 into a Mifare card. A fingerprint in TA300 would be deleted after the operation.

Press PW/Card > FP Card Mng > Move to FP Card > Insert User ID > Wave the card to the induction area > Write Suc > OK (Save) > ESC to return to the main menu.

Card only: Press PW/Card > FP Card Mng > Card Only > Set Yes or No by pressing IN or OUT button > OK (Save) > ESC to return to the main menu.

Yes – TA300 will only read the Mifare card for user verification without asking for fingerprint verification.

NO – TA300 will only read the Mifare card and will request user for fingerprint verification.

Verification of Users

Fingerprint users can choose to use either "1 to 1" or "1 to Many" methods.
1 to 1 fingerprint verification: Insert user ID > OK > Place finger on sensor to capture fingerprint > Result of verification.

1 to Many fingerprint verification: Place finger to sensor to capture fingerprint > Result of verification. *Note: For users who are always fail to verify fingerprint by 1 to Many method, it is recommended to use 1 to 1 method.*

Password verification: Insert User ID > OK > Insert password > OK > Result of verification

Verification of RFID card users: Wave RFID card to the induction area > Result of verification.

Verification of Mifare card users: Wave Mifare card to the induction area > Place finger to sensor to capture fingerprint > Result of verification

Some precautions have to be taken to get a good read every time.
· Make sure the centerpoints of your finger is placed in the middle of the scanner for a good read.
· Recommended to use index finger. TA300 accepts other fingers but index is the most convenient.
· Make sure the finger is not wet, too dry, injured or dirty
· Do not press hard on the sensor, just place it comfortably
· Avoid direct sunlight or bright light during verification process

Results of Verifications

Voice / Message	What does it mean?
"User ID XXXXX"	Identity verification is successful, TA300 stores the transactionlogs to indicate presence.
"Please Try Agn"	Identity verification is failed because the finger is not properly positioned or the template is not available in TA300.
"Admin Affirm"	You are not administrator of the system and you cannot access Menu page
"Error Pwd"	Identity verification is failed because you have entered the wrong password into TA300
"Invalid Card"	The card you are using is not enrolled or the card is damaged.

Deleting User
Only an administrator can do user deletion at TA300.
To delete certain user(s), press Del > Insert User ID to delete > OK > ESC to return to the main menu.

Access Level/Privilege
TA300 offers two types of access level or privilege.

Privilege	What can you do?
Normal User	Only use TA300 to verify your identity. You cannot access into Menu and make changes into settings and system
Administrator	You are allowed to access into menu to enroll users and edit settings and system

4 • OTHER RESOURCES

Information About Fingertec

TO LEARN ABOUT	GO TO?
Company and the products	www.fingertec.com
The latest updates	Facebook Fan Page: FingerTec Worldwide Twitter: FingerTec Worldwide To subscribe for FingerTec newsletter: www.fingertec.com/subscribe-R/newsletter.html
Technical Tips and Latest Product Updates and Upgrades	user.fingertec.com
Email	info@fingertec.com (Sales) support@fingertec.com (Technical)
Register for Warranty	www.fingertec.com/GPW/warranty.htm
FingerTec Accessory	accessory.fingertec.com

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