

TimeLine 100

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

• <http://info.fingertec.com/timeline100-4>

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Quick Start Guide

1 Setting the Date and Time

- 1 Press **Menu**, go to **Options** and select **System Options**.
- 2 Select **Date/Time**, insert the correct value and press **OK** to save the settings.

2 Enrolling Card Users

- 1 Press **Menu**, go to **User Manage** and select **Enroll User**. Select **Reg RFID** and press **OK** when you see "New Enroll".
- 2 Key in a **User ID**, and wave the card at the induction area until the card ID is displayed on-screen. Press **OK** to save.

3 Communication Settings

Press **Menu** > **Option** > **COM opt** > Set value for IP / Subnet mask / Gateway / Dev ID > **OK** to save > Restart to apply changes.

Default set value:

IP address - 192.168.1.201

Subnet mask - 255.255.255.0

Gateway - 192.168.1.1

Dev ID -1

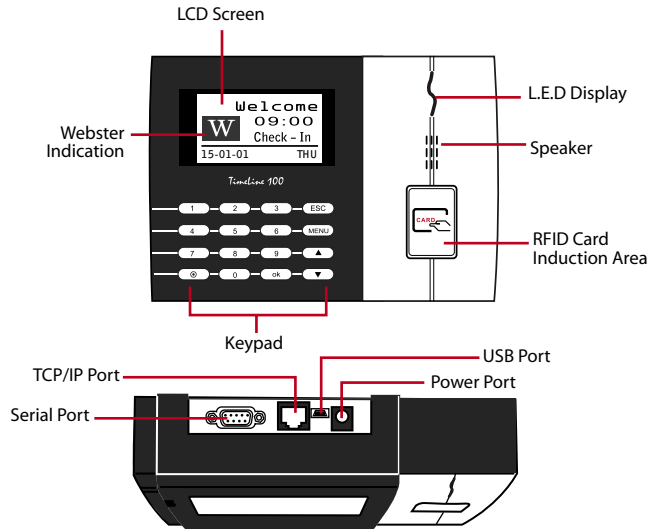
Password - 0

4 Activating the Terminal on the TCMS V2 Software



- 1 Double click the TCMS V2 software icon.
- 2 Click on **Devices** and double click **Setup FingerTec Terminals**.
- 3 Click **Add** and enter your TCMS V2 Product Key - Refer to the reverse side of the DVD.
- 4 Select the terminal under **Model**.
- 5 Insert the **Device ID** and **IP Address** into the columns.
- 6 Uncheck the **Disabled** checkbox column.
- 7 Wait for the software to link to the terminal.
- 8 Enter your Activation Key and click **OK**.

► Terminal Overview



5 Downloading Users and Data from Terminal

- 1 Click **Devices** and double click **Employee Management**.
- 2 Click **Download Employee**.
- 3 At the **User ID** column, select **All**.
- 4 At **Selected Data** please tick on the following check boxes: **Card ID, Username + Privilege + Password**.
- 5 Click **Apply** and **Okay**.
- 6 Click **Save Employee**.
- 7 Click **Devices** and double click **Download Data From Terminal**.
- 8 Click **Apply** to start the download.

6 Generating Reports

- 1 Click on the **Report** Icon.
- 2 Select report type **Employee Time Card**.
- 3 Select the report's **Date range**.
- 4 Click **Preview**.
- 5 Click **Print**.



TCMS V2 Roadmap

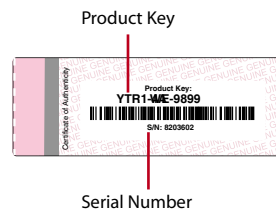
1



Software Initial Setup

The TCMS V2 software installer is available in the FingerTec DVD which comes with all FingerTec terminals.

2



FingerTec Terminal Management

Connect your FingerTec terminals to TCMS V2 via online terminal activation using the Product Key printed on the license sticker. Please contact your local reseller or support@fingertec.com if an Internet connection is not available.

3

System Overview

User's Management
Add, delete, edit and manage user information and transaction logs.



Attendance Calculation Setup
Attendance rules and calculation formulas must be figured out to obtain correct attendance reports.



Download attendance records from terminals
Retrieve the transaction logs stored in the terminals into the server.



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



Generating attendance reports
Generate professional and presentable reports for analysis.



Export attendance records for payroll or 3rd party software
Integrate the attendance records retrieved from FingerTec terminals to a relevant 3rd party software/payroll.