FING⊙RTEC

R2   AC900

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 fingerprint and 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:

- **R2:** http://info.fingertec.com/r2-4
- **AC900:** http://info.fingertec.com/ac900-4

Quick Start Guide

① Setting the Date and Time

❶ *Press Menu, go to Options and select System Options.*

❷ *Select Date/Time, insert the correct value and press OK to save the settings.*

② Enrolling Fingerprints into the Terminal

❶ *Press Menu, go to User Manage and select Enroll User.*

❷ *Select Enroll FP and press OK when you see "New Enroll?".*

❸ *Key in a User ID, scan the finger 3 times according to the instructions.*

❹ *Press OK to save, and Esc to return to the main screen.*

③ Enrolling Cards into the Terminal

❶ *Press Menu, go to User Manage and select Enroll User.*

❷ *Select Reg RFID and press OK when you see "New Enroll?".*

❸ *Key in a User ID and scan the card at the terminal until the Card ID is displayed on the terminal.*

❹ *Press OK to save, and Esc to return to the main screen.*

④ Communication Settings

Press Menu > Options > COMM opt > Set value for IP/Subnet mask/Gateway/Dev ID > OK to save > Restart to apply changes.
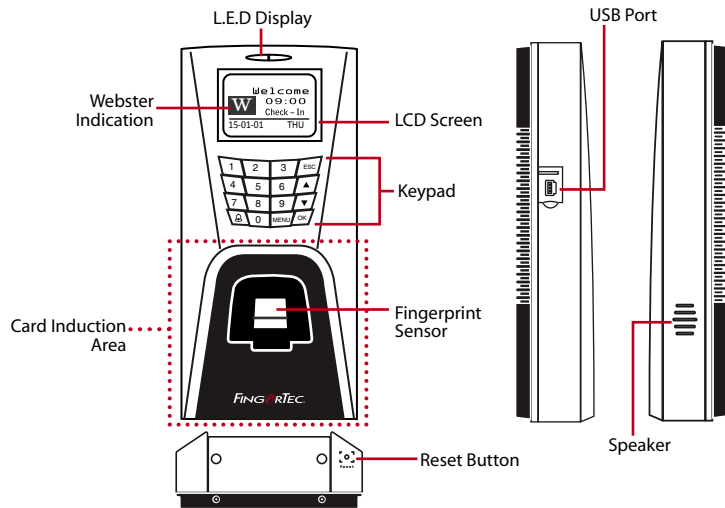
Default set value:
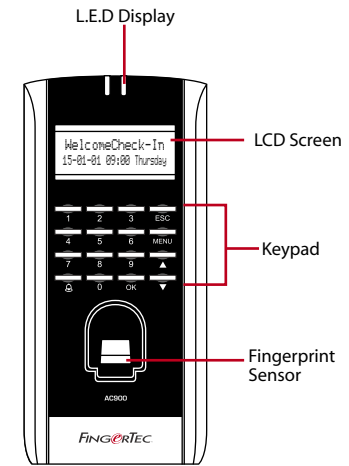*IP address – 192.168.1.201*
Subnet mask – 255.255.255.0
Gateway – 192.168.1.1
Dev ID – 1

L.E.D Display

Webster Indication

LCD Screen

Keypad

USB Port

Card Induction Area

Fingerprint Sensor

Reset Button

Speaker

L.E.D Display

LCD Screen

Keypad

Fingerprint Sensor

Software Roadmap

1

ingress
Advanced Access Control System

Installation
The FingerTec Ingress software installer is available in a DVD that comes with all FingerTec terminals. Complete the installation.

2

Online Activation
Use the terminal's serial number to activate your software online. Contact your local reseller or support@fingertec.com if you require offline software activation.

All complete hardware and software user guides are available in the FingerTec DVD and downloadable online at http://user.fingertec.com

3

System Overview

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

Access Control Setup
Set up access restrictions and door lock settings for each group and user.

Attendance Calculation Setup (Optional)
Attendance rules and calculation formulas must be determined out to generate correct attendance reports.

Download attendance and In/Out movement records from terminals
Retrieve the transaction logs and access reports stored in the terminals into the server. In/Out movement records are only available for FingerTec access control models.

Real Time Monitoring In/Out Records
Monitor transactions that occur in the terminals in a real-time manner.

Viewing In / Out records
Review access records and monitor staff movement.

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

Generating access control reports
Generate professional and presentable access control / security reports.

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.