

FINGERTEC

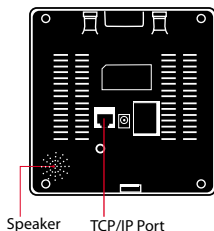
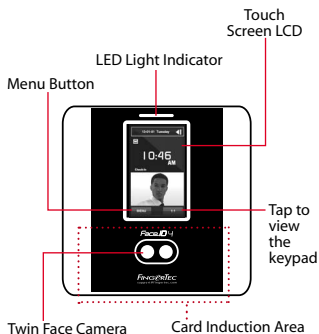


Face ID 4

Quick Start Guide

Terminal Overview

ENGLISH



FACE ENROLLMENT

- 1 Align your eye position to appear in this area.
- 2 Progress bar to indicate progress of face enrollment.
- 3 Status bar to indicate the quality of the captured image; the higher the number, the better the image.



VERIFICATION MODE

- 1 Adjust your position so your face appears in this area.
- 2 Status bar to indicate the quality of the captured image; the higher the number, the better the image.



SUCCESSFUL VERIFICATION MODE

The system will display your photo, user ID and name after verifying your identity.

Quick Start Guide

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 face 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://user.fingertec.com/user-guide.html>

1 Setting the Date and Time

1. Press **Menu**, select **Date/Time** and set the value.
2. You have two options for time format, 12-hour format or 24-hour format.

2 Enrolling Face

Refer to hardware user manual.

1. Press **Menu** and select **User**.
2. Enter your **User ID** and select **Face**.
3. Follow the instructions and align your eye position to the green rectangle on the screen to enroll your face.
4. Once the enrollment process is done, select the suitable **Privilege** level, and press **Save**.

3 Communication Settings

To input the IP address: Press Menu > Connection > Connection > IP Addr > Key in IP address.

To input Subnet mask: Press Menu > Connection > Connection > NetMask > Insert the numbers.

To input Gateway: Press Menu > Connection > Connection > Gateway > Insert the numbers.

1

Installation

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

Default Username: admin
Default Password: 123

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.

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.

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