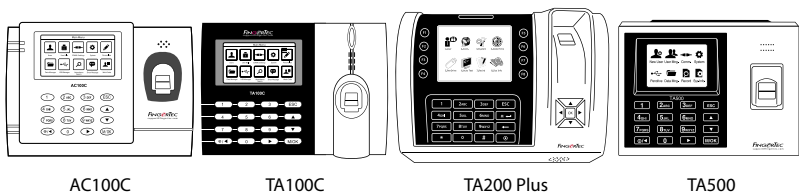


# FINGERTEC

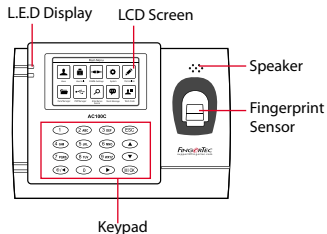


## Quick Start Guide

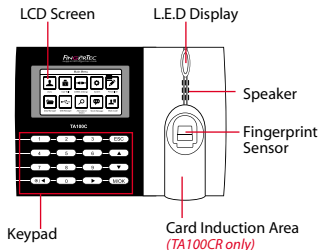
# Terminal Overview

ENGLISH

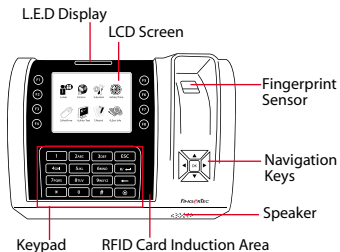
## • AC100C



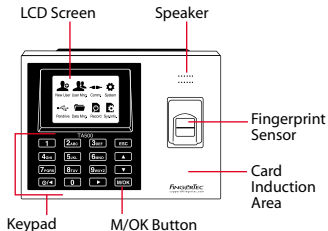
## • TA100C



## • TA200 Plus



## • TA500



# 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 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

• <http://user.fingertec.com/user-guide.html>

## 1 Setting the Date and Time

1. **TA100C, AC100C & TA500:**  
Press **Menu**, select **System**, select **Date/Time** and set the value.  
**TA200 Plus:** Press **Menu**, select **Date/Time** and set the value.
2. Press **OK** to save the settings, then press **ESC** to return to the main screen.

## 2 Enrolling Fingerprints

1. Press **Menu**, go to **User Manage** and select **New User**.
2. Key in a **User ID**, select **Enroll FP** and place the finger on the scanner 3 times according to the instructions.
3. Press **OK** to save then press **ESC**. Press **OK** again, and then **ESC** again to return to the main screen.

## 3 Communication Settings

Press **Menu** > **COMM** > **Network** > Set value for IP/Subnet mask/Gateway > **OK** (Save) > **Security** > **Device ID** > **Set 1** > **OK** (Save) > **ESC** to return to main screen > 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

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](mailto: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>*