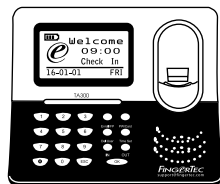
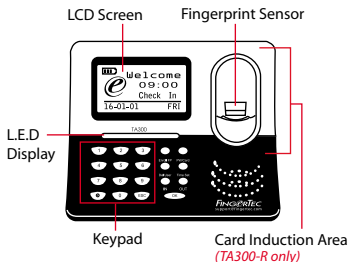


FINGERTEC



TA300

Quick Start Guide



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://info.fingertec.com/ta300-3>

1 Setting the Date and Time

1. Select **Timeset**, insert the correct value and press **OK** to save the settings.

2 Enrolling Fingerprints into the Terminal

1. Connect the USB cable to the computer and power up the TA300.
2. Press the **Enroll FP** button and press **OK** to start enrolling user.
3. Enter your **User ID** and press **OK**.
4. Follow the instructions on screen, scan your fingerprint 3 times.
5. Press **OK** to save the enrollment and then press **ESC** to exit to the main screen.
6. Place your fingerprint on the scanner to test the verification, and repeat enrollment process, if necessary.

1

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.

Software download / User guides

Available online at <https://product.fingertec.com/userguide.php>

2

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.

FINGERTEC