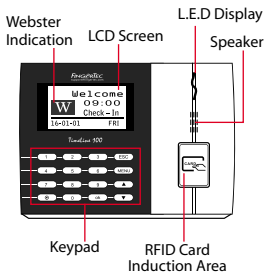


TimeLine 100

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 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. 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

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