# FING**@**RTEC



Face ID 4

# *Quick Start Guide*

# Terminal Overview

Touch Screen LCD

LED Light Indicator

Menu Button

Tap to view the keypad

Twin Face Camera

Card Induction Area

Speaker

TCP/IP Port
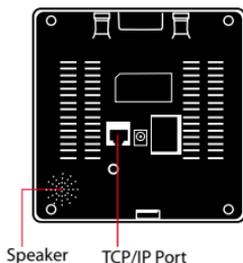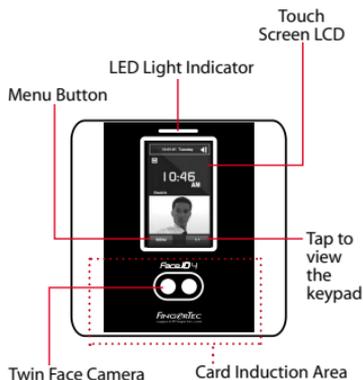
## FACE ENROLLMENT

❶ Align your eye position to appear in this area.

❷ Progress bar to indicate progress of face enrollment.

❸ Status bar to indicate the quality of the captured image; the higher the number, the better the image.

## VERIFICATION MODE

❶ Adjust your position so your face appears in this area.

❷ 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.

User ID: 4
Name
[16 : 55] Verified.

# 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://info.fingertec.com/faceid4-4*

## 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.

## 4   Activating the Terminal on the TCMS V2 Software



1. Double click the TCMS V2 software icon.
2. Click on Devices and double click Setup FingerTec Terminals.
3. Click Add and enter your TCMS V2 Product Key : Refer to the reverse side of the DVD.
4. Select the terminal under Model.
5. Insert the Device ID and IP Address into the columns.
6. Uncheck the Disabled checkbox column.
7. Wait for the software to link to the terminal.
8. Enter your Activation Key and click OK.

## 5   Download User and Data from Terminal

1. Click Devices and double click Employee Management.
2. Click Download Employee.
3. At the User ID column, select All.
4. At Selected Data please tick on the following check boxes: Face, Card ID, Username + Privilege + Password.
5. Click Apply and Save Employee.
6. Click Devices and double click Download Data From Terminal.
7. Click Apply to start the download.

## 6   Generating Report

1. Click on the Report Icon.
2. Select report type Employee Time Card.
3. Select the report's Date range.
4. Click Preview and Print.

# TCMS V2 Roadmap

## 1  Software Initial Setup

The TCMS V2 software installer is available in the FingerTec DVD which comes with all FingerTec terminals.

## 2  FingerTec Terminal Management

Connect your FingerTec terminals to TCMS V2 via online terminal activation using the Product Key printed on the license sticker. Please contact your local reseller or *support@fingertec.com* if an Internet connection is not available.

**Product Key:**
**YTR1-4AWE-9899**
**S/N: 8203602**

Product Key    Serial Number

## 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.