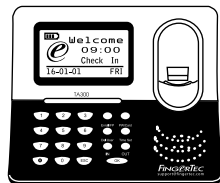
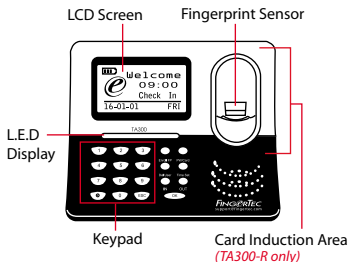


FINGERTEC



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.

3 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**.

4 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: Fingerprint, 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.

5 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 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.

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