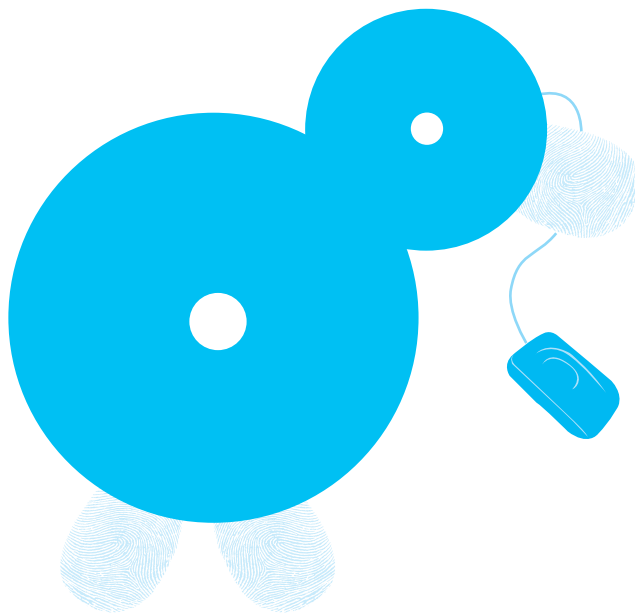


**FINGERTEC**



# TCMS V2 WITH OFIS SCANNER

SUGGESTIONS & SOLUTIONS FOR TCMS V2

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# FINGERTEC® OFIS SCANNER DRIVER INSTALLATION

To get OFISTA up and running, user needs to install the FingerTec Ofis Scanner which is available on the OFISTA CD.

The OFIS Scanner driver installation is crucial before any connections with the FingerTec Ofis Scanner can be established. The operating system will not recognize the FingerTec Ofis Scanner if the driver is unavailable. The followings are the screenshots of the FingerTec Ofis Scanner driver installation:

## INSTALLING FINGERTEC OFIS SCANNER SOFTWARE

Double click on the "FingerTec OFIS Scanner Software 1.0 setup.exe" in FingerTec\_Ofis\_Driver Folder.

A window will pop up. Select your desired language and click OK to proceed. The languages available are English and Chinese Simplified.

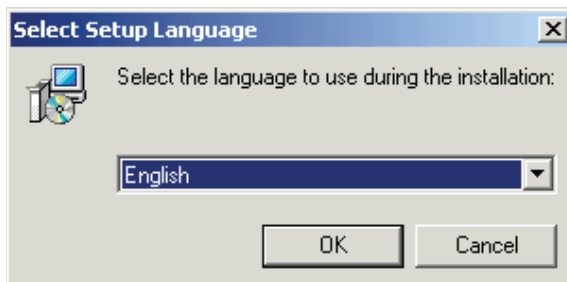


Figure 1

Press Next to continue with the installation process.

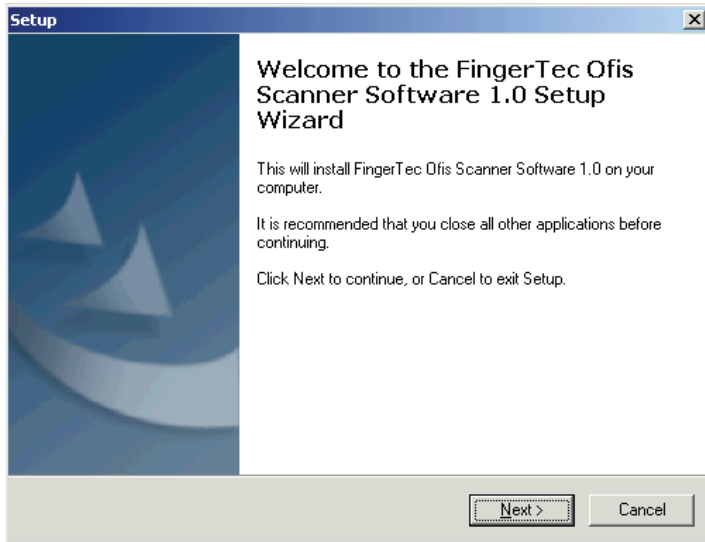


Figure 2

Please read the license agreement. You need to accept the terms of the license agreement to proceed to the installation process.



Figure 3

Please select the path to install. By default, it will be installed at the Program Files section. Click Next to continue.

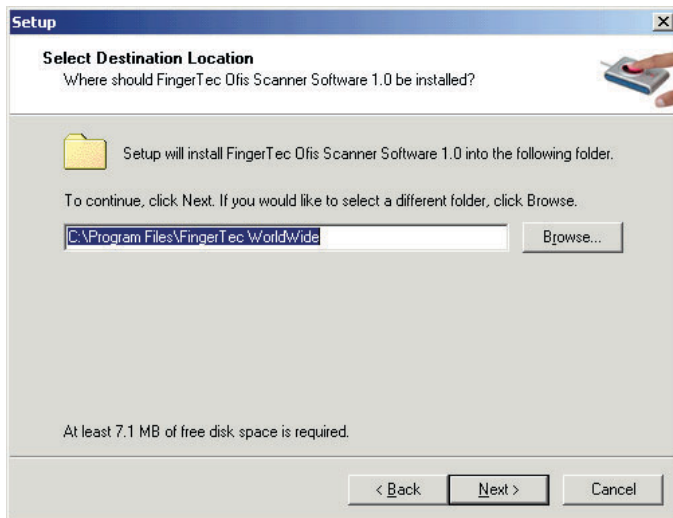


Figure 4

Press Next to continue the installation process. It is recommended for you to choose Full installation in order to install all components to make sure that the system works perfectly. Other types of installation include compact installation and custom installation

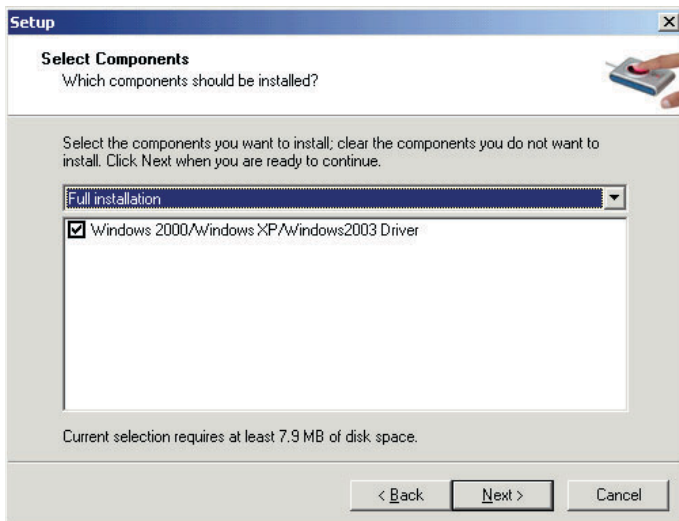


Figure 5

Press Install button to confirm installation.

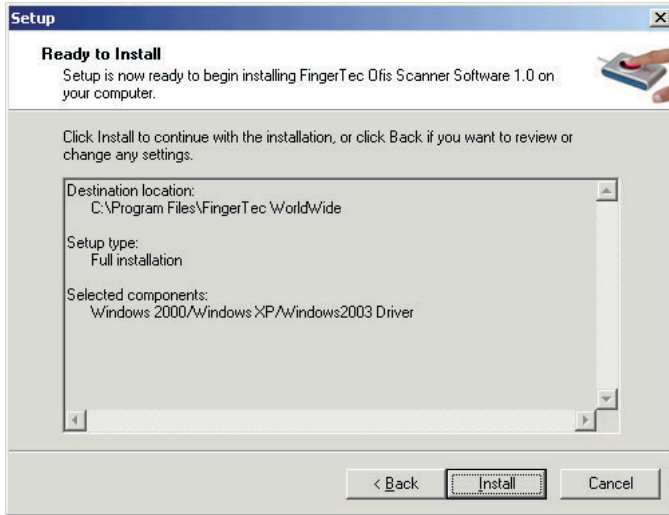


Figure 6

Installation process is running.

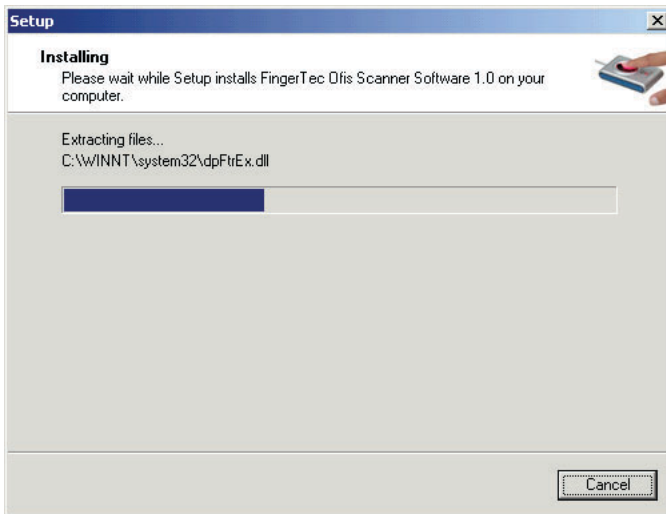


Figure 7

The FingerTec Ofis Scanner Software has finished installing. Restart computer to start using the device.

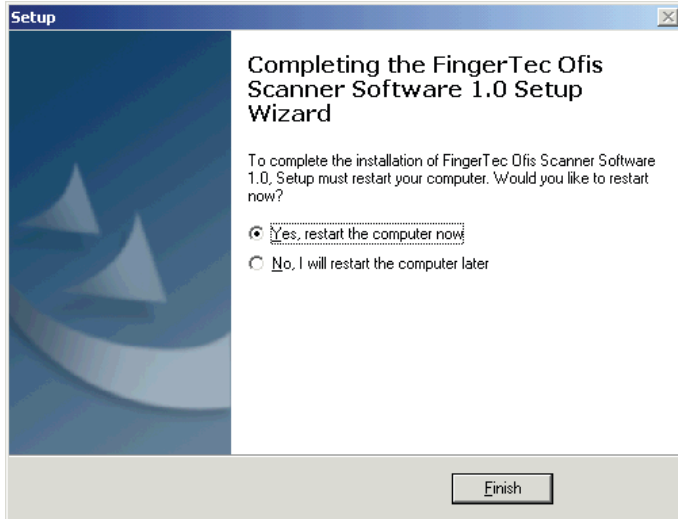


Figure 8

# FINGERTEC® OFIS SCANNER ACTIVATION STEP

First time using FingerTec OFIS Scanner, it will prompt you for an activation code.



Figure 1

The activation code is located at the bottom of the FingerTec OFIS Scanner. Please enter the activation code accordingly.

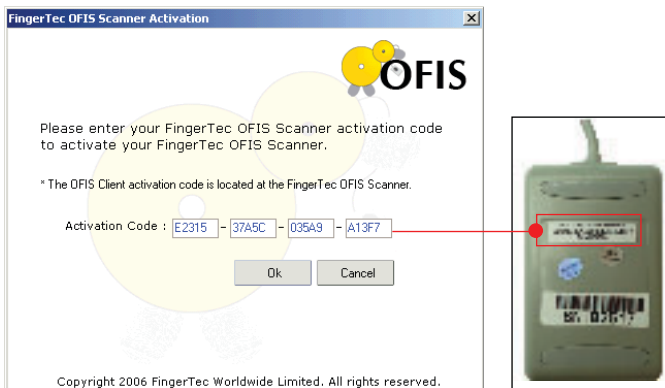


Figure 2



Upon entering the correct activation code, you may start using the FingerTec® OFIS Scanner with TCMS V2

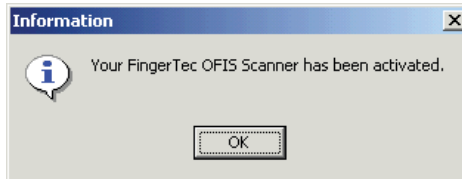


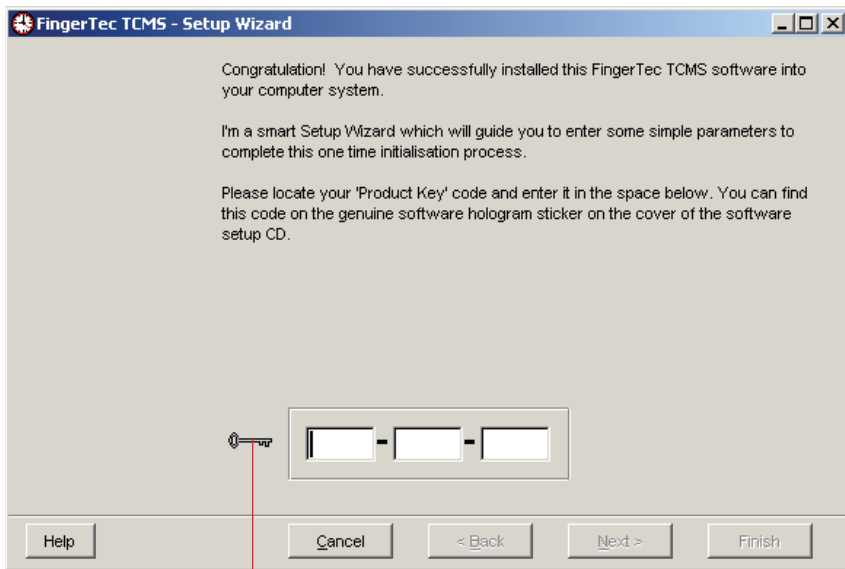
Figure 3

# ADD IN OFIS SCANNER INTO TCMS V2

You will have a TCMS v2 software Dongle, Product key, Activation key and serial number of OFIS scanner. Please check and make sure you have all mentioned before continue to add in OFIS scanner into TCMS v2.

## Step 1

Input Product key



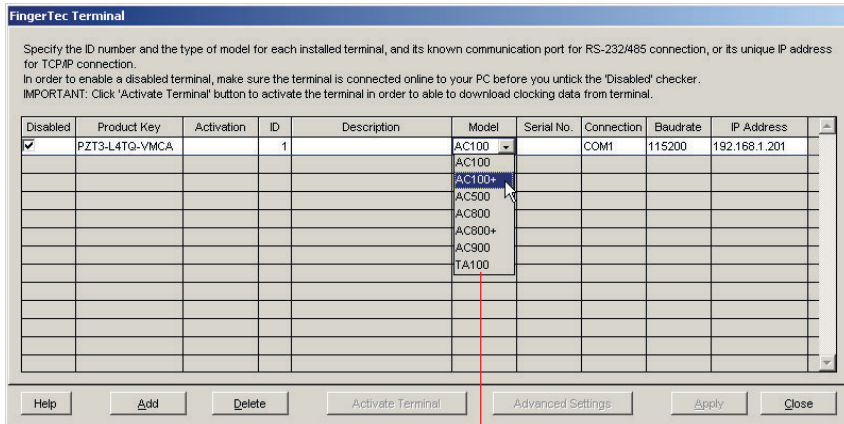
Please key in the 12 digits alphanumeric product key as provided by FingerTec into this space.

You will require to do some initial settings after you click the Next button. Please refer to the TCMS v2 software manual for more details in the settings.

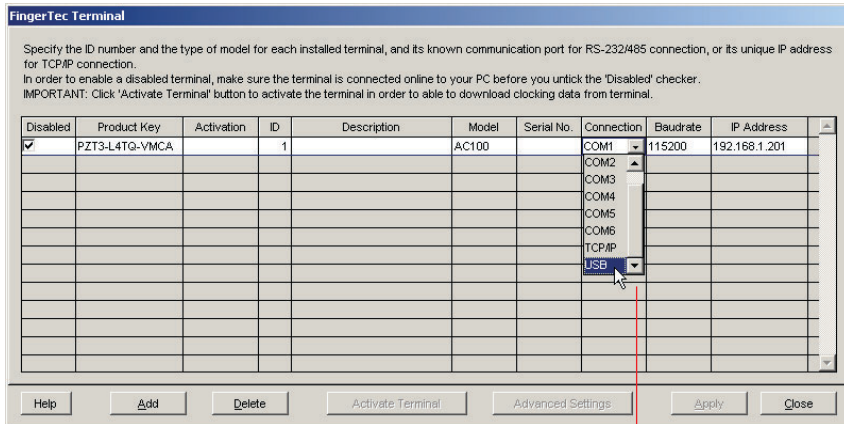
Step 2

Setup FingerTec® Terminal

Click  and select Setup FingerTec Terminal and you will have a new window as below,



You will need to select AC100+ instead of OFIS scanner to continue with the process.



You will need to scroll down to see USB function. Please select this to continue.

Step 3

Key in serial number of OFIS scanner and Activation Key

A dialog box titled "Serial No." with a single text input field and two buttons: "Apply" and "Abort". A red line points from the input field to the text below.

Key in serial number of OFIS scanner

A dialog box titled "Activate Terminal" containing the following text: "You are about to activate the selected terminal to enable the downloading of clocking data from the terminal. You may choose to activate it using internet online activation, or you can enter the activation key if you already have it." Below this, there are fields for "Product Key" (PZT3 - L4TQ - VMCA) and "Serial No." (15794464). Two radio buttons are present: "I have the internet connection, I want to activate my terminal online." (unselected) and "I already have the activation key, I want to enter the activation key." (selected). Below the radio buttons is an "Activation Key" input field. At the bottom, there is a link: "Visit our website for international warranty registration." and two buttons: "Apply" and "Close". A red line points from the "Activation Key" input field to the text below.

Key in the Activation key of this OFIS scanner to activate this terminal.

# USING TCMS V2 WITH OFIS SCANNER

TCMS v2 supports OFIS Scanner for time attendance usage. You can use OFIS Scanner to:

1. Enroll Users
2. Report time attendance

## ENROLL USERS

User enrollment via OFIS scanner can be done in TCMS v2 by accessing to User Fingerprint Management in TCMS v2.

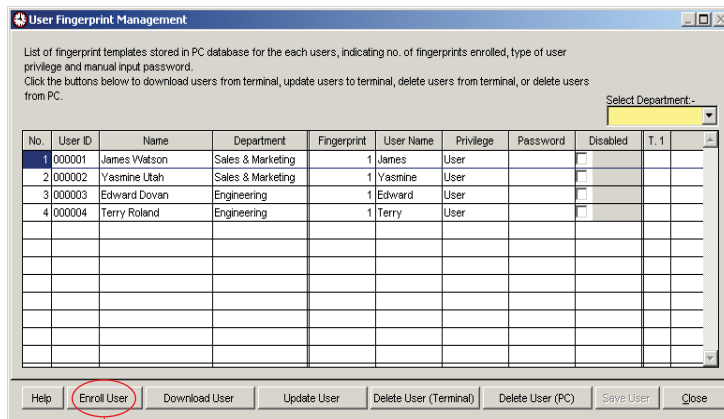


Figure 1

Click **Enroll User** button to start the enrollment process.

A new window will pop up to request for user information:

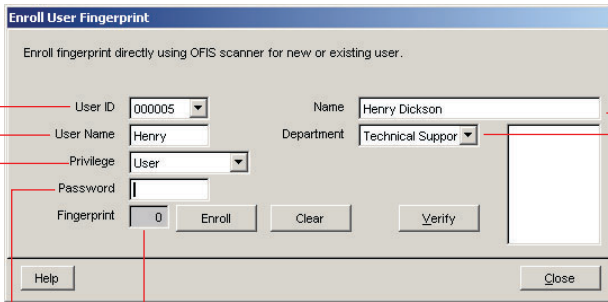
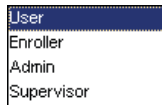


Figure 2

This column is showing the total of fingerprint templates enrolled for this user.

User could configure password in this column. User could use the configured password to report attendance or to access door when using FingerTec readers. OFIS scanner does not support any password.

Enroller could choose user privilege for the user. The following items will prompt to choose user privilege:



Choose one. User is the default authority.

Put the name of the user here. This name will be displayed after a successful verification. This user name is up to 9 alphanumeric spaces.

This is the ID of user enrolled. User could choose the enrolled ID if doing backup enrollment for existing users or he can choose a new user ID if this is a new enrollment for the user.

User could be assigned into department that they belong to.

This is a column for user to input their full name. This name will not be displayed during a successful verification; it is for reference in TCMS v2.

### 1. User Enrollment

Click the Enroll button in Figure 2 to activate the enrollment process. The following page will prompt right after. Click the finger that user wants to use for verification and place the finger on the scanner for enrollment process to start.



Figure 3

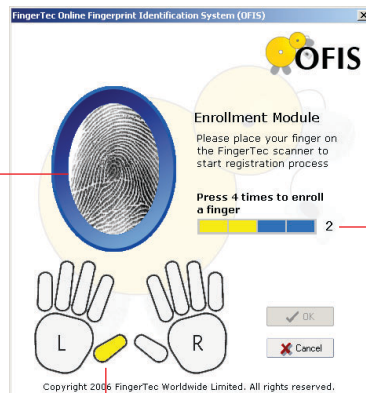


Figure 4

The selected finger will be displayed in yellow.

OFIS will capture and show the image of the fingerprint.

The enrollment process will repeat 4 times to capture the same fingerprint before storing the template. User needs to lift the finger between each read. When the read is successful, the bar will turn yellow.

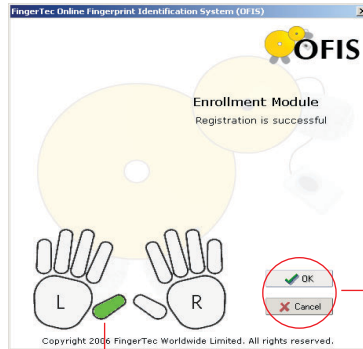


Figure 5

OFIS will show the enrolled fingerprint in green color to indicate that this finger has been enrolled. User must choose another finger to do the backup enrollment. It is recommended for a user to enroll 2 fingerprints, 1 as a master and the other as a backup. In case of emergency, the backup fingerprint could be used for verification.

User could click **OK** button to accept and to end the enrollment process. User could click **Cancel** button to cancel the enrollment process.

The user details will be shown as below:

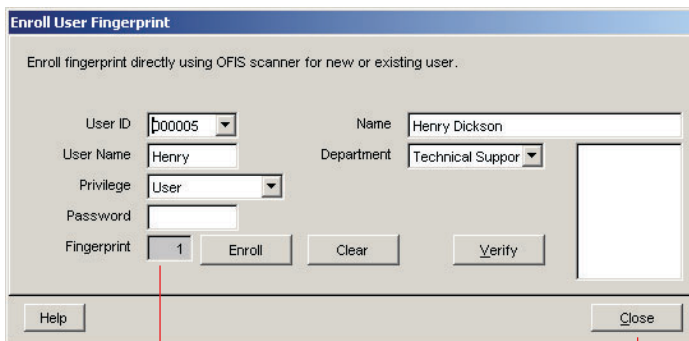


Figure 6

This indicates the total fingerprint templates enrolled by this user.

Click here to close and save settings.



The User Fingerprint Management page will show the new enrolled user in green color. User needs to click the **Save User** to save this enrollment.

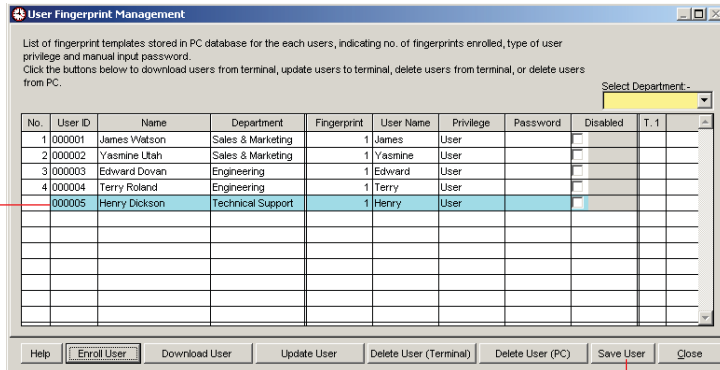


Figure 7

New enrolled user in TCMS v2.

Click Save User to save the enrollment.

### Backup Enrollment

User could select to enroll for backup fingerprints. The enrolled finger will be shown in green color. The current enrolled fingerprint is shown in yellow color. The enrollment process is similar to the ones shown above.

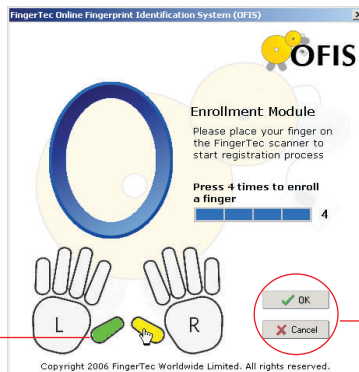
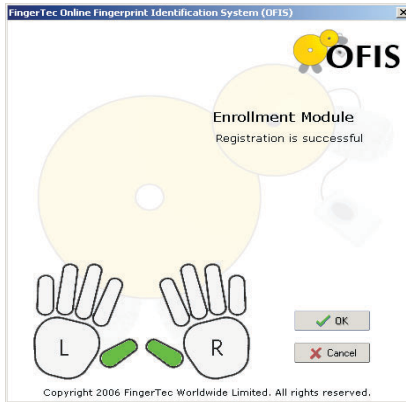


Figure 8

User could click OK to save the enrollment or Cancel to cancel the enrollment.

A new window will be shown after a successful enrollment process.



2 fingers in green color indicate that these 2 fingerprints have been enrolled.

Press OK to save or Cancel to cancel enrollment.

Figure 9

Reenrollment is required if you see the following window prompt displaying **Registration has failed**.

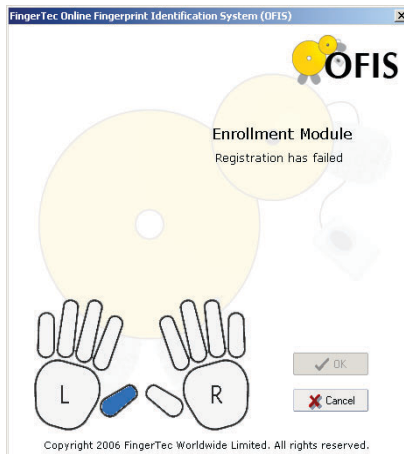
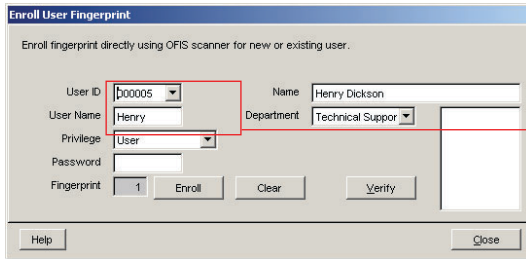


Figure 10

The user's details will prompt if the verification process is well done.



This indicates the fingerprint templates enrolled is good and ready for verification.

Figure 11

## 2. Testing of enrolled fingerprint templates

User needs to click the **Verify** button in Figure 11 and a new window will prompt to request for fingerprints. Place the enrolled fingerprint for verification. The following window will prompt if the verification is successful.

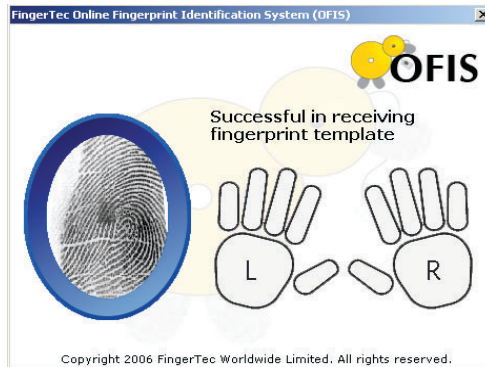


Figure 12

The following window will prompt if the fingerprint captured is poor or unable to be verified by TCMS v2.



Figure 13

### 3. Clearing the fingerprint templates of the selected users,

User could click the Clear button in Figure 11 to clear all fingerprint templates enrolled before. The user will not be having any fingerprint templates stored in TCMS v2 after the process is done.

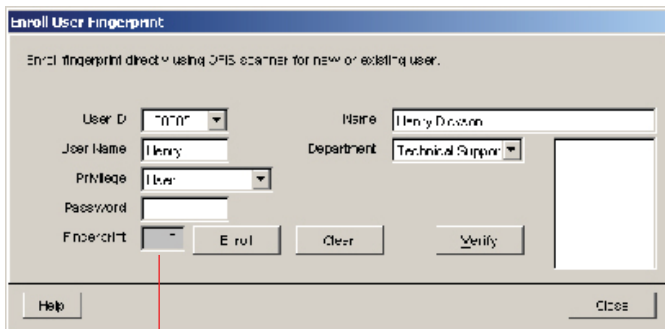


Figure 14

Fingerprint templates cleared and no fingerprint templates stored for the selected user.

## REPORT TIME ATTENDANCE

User can use the OFIS scanner to report for time attendance and the data will be stored in TCMS v2 for further analysis and to generate reports. User needs to use the Monitor Terminal Activity to capture time attendance with OFIS scanner.

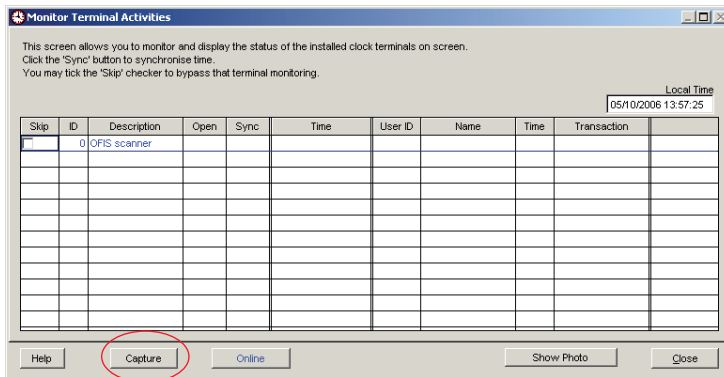


Figure 15

Click the Capture button to start capturing user fingerprints for time attendance reporting.

The new window will prompt to capture users' fingerprints:

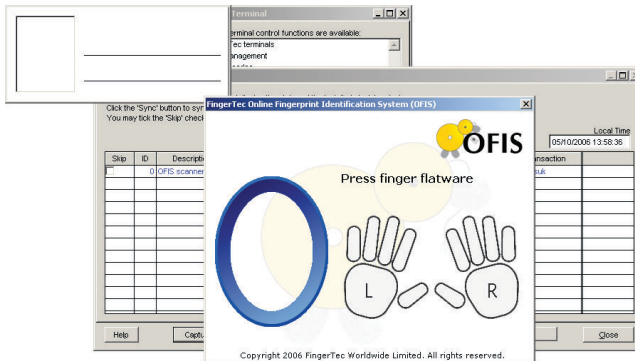


Figure 16

User needs to place the enrolled fingerprint on the OFIS scanner for verification. TCMS v2 will show the image of fingerprints captured as below:



Figure 17

TCMS v2 will perform the verification process. User ID will be prompted to indicate that verification process is successful and attendance data of user is stored. Figure 17 window is showing successful verification.

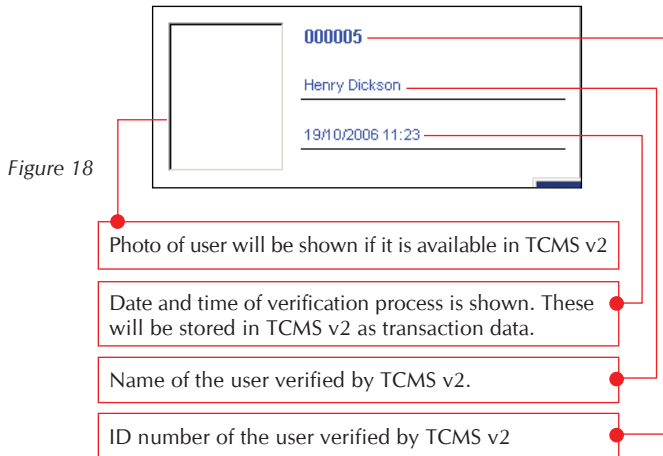


Figure 18

TCMS v2 will show the following window if the verification process is failed and user needs to place his finger again on the scanner for verification.



Figure 19

### Fingerprint Templates Transfers

Fingerprint templates enrolled by OFIS scanner are stored in TCMS v2. These fingerprint templates can be uploaded to other FingerTec readers. Therefore, users can enroll their fingerprints through OFIS scanner and they will verify their fingerprint at FingerTec reader to report attendance or to access through door. OFIS Scanner acts as an enrollment station.

You need to enroll users' fingerprints and stored them in TCMS v2, as described in the previous chapters. Now you can upload the enrolled fingerprint templates to FingerTec readers. The fingerprint templates will be stored in the FingerTec reader, and the reader can be used to:

- A. Report attendance.
- B. Access to door controlled by readers.

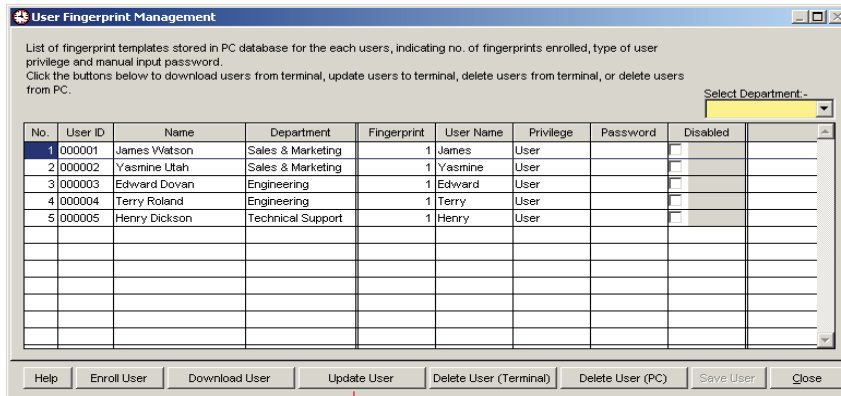


Figure 20

Click "Update User" to start the upload process.

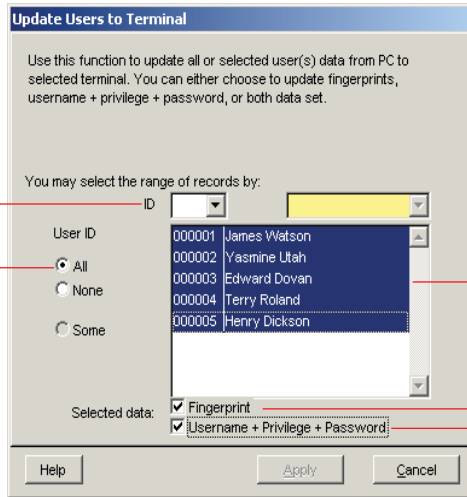


Figure 21

● Choose "All" if you would like to select all users.

● Choose the ID of the reader.

● Please select both options to upload fingerprint templates, user name, privilege and password.

● You may choose certain users to be uploaded to the reader.  
 ● You will need to hold down the CTRL button if you want to choose more than 1 user.