



FingerTec Ingress Setup Form

Part 1 Customer Details (Compulsory)

Company Name

Company Address

Company Email

Contact Person

| | |
|-----------|----------------------|
| Full Name | <input type="text"/> |
|-----------|----------------------|

| | |
|------------|----------------------|
| Tel/Mobile | <input type="text"/> |
|------------|----------------------|

| | |
|-------|----------------------|
| Email | <input type="text"/> |
|-------|----------------------|

Part 2 Basic Software Settings (Compulsory)

1. Select date and time format to be displayed in Ingress?

DATE DISPLAY *Choose One

- MM/DD/YYYY
 DD/MM/YYYY
 YYYY/MM/DD

TIME DISPLAY *Choose One

- 24-hour system (e.g. 13:00)
 12-hour system (e.g. 1:00pm)

2. This table is to set the level of access for an administrator. If you want to have more than one administrator, duplicate the table below and fill it up accordingly.

Role Note

| LEVELS OF ACCESS | VIEW DATA ONLY | FULL ACCESS |
|--|----------------|----------------|
| Server management Add/Edit/Delete information of the Ingress server | [] Yes [] No | [] Yes [] No |
| Real-time monitoring Enable/Disable the real-time monitoring process in Ingress server | [] Yes [] No | [] Yes [] No |
| Device management Add/Edit/Delete FingerTec device/Ingressus into Ingress server | [] Yes [] No | [] Yes [] No |
| Door management Add/Edit/Delete security levels of each door with FingerTec device/Ingressus installed | [] Yes [] No | [] Yes [] No |
| Zone management Add/Edit/Delete security levels of each zone with FingerTec device/Ingressus installed | [] Yes [] No | [] Yes [] No |
| User management Add/Edit/Delete users into Ingress server | [] Yes [] No | [] Yes [] No |
| Access level management Configure the time range to allow access for each door | [] Yes [] No | [] Yes [] No |
| Attendance management Add/Edit/Delete working schedules and calculation logic in Ingress server | [] Yes [] No | [] Yes [] No |
| Reports View/Print all reports from Ingress server | [] Yes [] No | [] Yes [] No |
| System manage Configure basic settings of the Ingress server | [] Yes [] No | [] Yes [] No |
| Data synchronization To transfer settings among all FingerTec devices/Ingressus with Ingress server | [] Yes [] No | [] Yes [] No |

3. How do you want to be notified in Ingress? [] Alarm sound [] Email alert

4. Please provide the following details for Ingress to send notifications to administrators.

| | |
|---------------------------------|--|
| SMTP server | |
| SMTP port | |
| SMTP email | |
| SMTP password | |
| SMTP confirm password | |
| SSL required? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Email addresses of recipient(s) | |

Part 3 Department and Employees Details (Compulsory)

This part of the form is to lay out your company's hierarchy.

Department generally refers to a division dealing with specific job functions in a company for example, Sales, Marketing, Administration, etc. **Section** refers to the groups placed under a certain department for example, Domestic and International for Sales Department, Regional for Marketing, etc.

| Department | Section |
|----------------|--------------------------------------|
| Sales | 1. Domestic 2. International |
| Marketing | 1. South East Asia 2. Middle East |
| Administration | 1. Finance 2. Human Resource |

Once you have identified the hierarchy, identify the employees that belong to each department/section and group them based on the table presented below. It is recommended that you duplicate the details into Excel Spreadsheet; this will allow importation of the employee's details without having to key in the data manually.

Note: User ID is a 9-digit ID number assigned to each employee during enrollment.

| NO | USER ID | FULL NAME | FIRST NAME | LAST NAME | CARD NUMBER | DEPARTMENT | SECTION | EMPLOYEE ID |
|----|---------|-----------|------------|-----------|-------------|------------|---------|-------------|
| 1 | | | | | | | | |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
| 5 | | | | | | | | |
| 6 | | | | | | | | |
| 7 | | | | | | | | |
| 8 | | | | | | | | |
| 9 | | | | | | | | |
| 10 | | | | | | | | |
| 11 | | | | | | | | |
| 12 | | | | | | | | |

Part 4 Setup of Ingress and Standalone Terminals

There are two parts to these setups;
A. Setup of Terminals
B. Setup of Security Settings on Door

Note: Make copies of the form if the installation involves more than one door with a maximum of 2 terminals. Ignore this step if you are using Ingressus.

A. SETUP OF TERMINALS

Fill up the basic information of the FingerTec terminals prior to installation. Planning ahead reduces errors and inconveniences.

| FINGERTEC TERMINAL BASIC INFORMATION | |
|--------------------------------------|--|
| Door ID | |
| Description of door | |
| Number of terminals installed | <input type="checkbox"/> 1 <input type="checkbox"/> 2 |
| Door release button | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| ACCESS POINT | ENTRY | EXIT |
|----------------------|-------|------|
| Terminal description | | |
| Device ID | | |
| Serial number | | |
| Model | | |

| CONNECTION: TCP/IP OR RS485 | | |
|---|-------|------|
| ACCESS POINT | ENTRY | EXIT |
| Communication method (TCP/IP or RS 485) | | |
| TCP/IP connection | | |
| Communication key | | |
| IP address/URL | | |
| Gateway | | |
| Subnet | | |
| Port number | | |
| RS485 connection | | |
| COMM port | | |
| Baud rate | | |

| FINGERPRINT VERIFICATION METHOD(S) AND SECURITY LEVEL. | | |
|---|--|--|
| ACCESS POINT | ENTRY | EXIT |
| 1:1 verification entirely | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Fingerprint algorithm VX 9 (old) or VX 10 (new, recommended). | <input type="checkbox"/> VX 9 <input type="checkbox"/> VX 10 | <input type="checkbox"/> VX 9 <input type="checkbox"/> VX 10 |
| Security level of 1:1 verification (0 to 50, 50 is the highest. Recommended at 35) | | |
| Security level of 1: N Verification (0 to 50, 50 is the highest. Recommended at 45) | | |

| TERMINAL POWER MANAGEMENT | | |
|--|--|--|
| ACCESS POINT | ENTRY | EXIT |
| Set terminal to go into Sleep mode or Shut Down during Idle mode | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Set time in minutes before terminal goes into Idle mode | _____ mins | _____ mins |
| Set time for terminal to power on automatically | ____:____ | ____:____ |
| Set time for terminal to shut down automatically | ____:____ | ____:____ |

| ACCESS CONTROL | | |
|--|---|---|
| Direction | Entry | Exit |
| Do you want the terminals to keep records for future references? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Do you want the terminals to keep records of failed verifications? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Identify the master terminal, whereby the unit links up with the door lock system | <input type="checkbox"/> Master <input type="checkbox"/> Slave | <input type="checkbox"/> Master <input type="checkbox"/> Slave |
| Do you want to enable antipassback function to avoid tailgating? If yes, please select the following: | | |
| 1. For entry and exit | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Entry only | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Exit only | <input type="checkbox"/> | <input type="checkbox"/> |

B. SETUP OF SECURITY SETTINGS ON DOOR

Fill up the required security settings/requirements to be synced to the terminal installed to a door.

| BASIC DOOR INFORMATION | |
|---|---|
| Door ID | |
| Description of door | |
| Terminal ID | |
| Door release button | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| SECURITY SETTINGS | |
| Everybody would have free access without any verification to the zone/room | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <i>If you choose "Yes", you need to specify the time period in "Door Open Time Zone" section below to set the period of free access.</i> | |
| Specify the period to unlock the door after a successful verification. (0 ~ 10s) | |
| Specify the delay time before the alarm goes off in case of emergency. (0 ~ 99s, where 0 is immediate effect) | |
| Specify the maximum number of tries for one verification before the alarm system goes off. (1 ~ 9) | |
| Do you want the terminal to trigger the duress alarm when user inserts ID followed by verification? | |
| For users who have registered duress fingerprint, specify the verification method for them to trigger the alarm. | |
| 1:1 verification | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 1:N verification | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Password | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Specify the delay time for the system to trigger duress alarm in case of emergency? (0 ~ 255s, where 0 is immediately) | |
| Do you want to install door sensor to monitor door access? If yes, please state the door sensor type: - NC (Normally Close) - NO (Normally Open) | <input type="checkbox"/> Yes <input type="checkbox"/> No Type of door sensor: <input type="checkbox"/> NC (Normally Close) <input type="checkbox"/> NO (Normally Open) |
| Specify the maximum time to allow door to remain open before triggering alarm system? (1 ~ 254s) | |

| DOOR OPEN TIME ZONE | |
|---------------------|----------------------------|
| Name of time zone | Time range for free access |
| | Sunday |
| | Monday |
| | Tuesday |
| | Wednesday |
| | Thursday |
| | Friday |
| | Saturday |

Part 5 Setup of Ingress & Ingressus

There are three parts to these setups;
A. Setup of Ingressus
B. Setup of Security Settings on Door
C. Setup of Zones Security Settings

Note: Make copies of the form if the installation involves more than one door with a maximum of 1 Ingressus, 2 doors and 4 slave terminals. Ignore this step if you are using FingerTec master terminals.

A. SETUP OF INGRESSUS

Fill up basic information of the door(s), Ingressus and FingerTec slave terminals prior to installation. Planning ahead reduces errors and inconveniences.

| BASIC DOOR INFORMATION | | | |
|------------------------|---------------------|---|--|
| Door ID | Description of door | No. of slave terminals | Door release button |
| | | <input type="checkbox"/> 1 <input type="checkbox"/> 2 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | <input type="checkbox"/> 1 <input type="checkbox"/> 2 | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| INFORMATION ABOUT INGRESSUS & FINGERTEC SLAVE TERMINALS | | | | |
|---|-------|------|-------|------|
| Device ID of Ingressus | | | | |
| Serial number of Ingressus | | | | |
| Access point of slave terminals | Entry | Exit | Entry | Exit |
| Model of slave terminals | | | | |
| Serial number of slave terminals | | | | |

| CONNECTION: TCP/IP OR RS485 | |
|---|--|
| Communication method (TCP/IP or RS 485) | |
| TCP/IP connection details | |
| Communication key | |
| IP address/URL | |
| Gateway | |
| Subnet | |
| Port number | |
| RS485 connection details | |
| COMM port | |
| Baud rate | |

| FINGERPRINT VERIFICATION METHOD(S) AND SECURITY LEVEL | |
|---|--|
| 1:1 verification entirely | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Security level of 1:1 verification (0 to 50, 50 is the highest. Recommended at 35) | |
| Security level of 1: N verification (0 to 50, 50 is the highest. Recommended at 45) | |

B. SETUP OF SECURITY SETTINGS ON DOOR

Fill up the required security settings/requirements to be synced to the Ingressus installed to a door.

| BASIC DOOR INFORMATION | | |
|---|--|--|
| Door ID | Description of door | |
| | | |
| SECURITY SETTINGS | | |
| Options | Door ID | |
| | | |
| Everybody would have free access without any verification to the zone/room. <i>If you choose "Yes", you need to specify the time period in "Door Open Time Zone" section below to set the period of free access.</i> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you want to disable the free access during holidays? If "yes", the system will return to default operation where they need to verify to gain access. <i>If you choose "Yes", you need to specify the time period in "Door Open Time Zone" section below to set the period of free access.</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Specify the period to unlock the door after a successful verification. (0 ~ 10s) | | |
| Specify the time allowed for a user to verify multiple times without having duplicated data recorded in the system. (0 ~ 254s) | | |
| Do you want to apply specific verification method to access each door? Select one of the following to apply to each door. a. Fingerprint only b. Card only c. Card or fingerprint d. Card and password e. Card and fingerprint | <input type="checkbox"/> a <input type="checkbox"/> b <input type="checkbox"/> c <input type="checkbox"/> d <input type="checkbox"/> e | <input type="checkbox"/> a <input type="checkbox"/> b <input type="checkbox"/> c <input type="checkbox"/> d <input type="checkbox"/> e |
| Do you want to set a password to trigger alarm system in duress cases? The password is a maximum of 8-digit combination. | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Do you want to set a "system override password"? A user can use this password to unlock/access any door during any time period. The password is a maximum of 8-digit combination. | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Do you want to install door sensor to monitor door access? If yes, please state the door sensor type: - NC (Normally Close) - NO (Normally Open) | <input type="checkbox"/> Yes <input type="checkbox"/> No Type of door sensor: <input type="checkbox"/> NC <input type="checkbox"/> NO | <input type="checkbox"/> Yes <input type="checkbox"/> No Type of door sensor: <input type="checkbox"/> NC <input type="checkbox"/> NO |
| Specify the maximum time to allow door to remain open before triggering alarm system? (1 ~ 254s) | | |
| Do you want the door lock to lock immediately after the door leaf is back into its original position? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| DOOR OPEN TIME ZONE | |
|---------------------|----------------------------|
| Name of time zone | Time range for free access |
| | Sunday |
| | Monday |
| | Tuesday |
| | Wednesday |
| | Thursday |
| | Friday |
| | Saturday |

| DOOR OPEN HOLIDAY TIME ZONE | |
|-----------------------------|----------------------------|
| Name of time zone | Time range for free access |
| | Sunday |
| | Monday |
| | Tuesday |
| | Wednesday |
| | Thursday |
| | Friday |
| | Saturday |

C. SETUP OF ZONES SECURITY SETTINGS

Fill up the required zone security settings to be synced to Ingressus. These zone security settings are only applicable to Ingressus.

Antipassback is a particular control implemented in access control systems where a person who has checked into a space/zone must leave and check out of that zone before he could be allowed entry again.

| ANTIPASSBACK | | |
|---|---|---|
| Options | Door ID | |
| | | |
| Do you want to apply antipassback to a specific door independently? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Do you want to apply antipassback to both doors for all entry-exit? (only applicable to Ingressus II) | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| FIRE ALARM | | |
|--|---------|--|
| Options | Door ID | |
| | | |
| Specify the method to trigger fire alarm system i.e. smoke sensor, during emergencies. Choices include user verifies with duress fingerprint, user verifies using specific password and etc. | | |
| Specify the reaction of Ingressus during fire alarm. Choices include releasing all doors immediately, output siren and etc. | | |

Door interlocking is a feature that electrically interlocks 2 doors in such a way that the doors cannot be opened simultaneously. The rule must be set to use interlocking for example, the 2nd door must be closed properly before door 1 could be opened.

| INTERLOCKING | |
|--|----------------|
| Do you want to apply "Interlocking"? Note: Door sensor must be installed at each door to monitor the door open-close mechanism. | [] Yes [] No |

The First Card Unlock feature opens the zone for access once the 1st card has unlocked the access; authorization is not required for whomever enters the zone after the first unlocking of the door and during the stipulated time period.

| FIRST CARD UNLOCK | | |
|--|--|-------------------|
| Options | Door ID | |
| | Do you want to apply First Card Unlock to specific door(s) independently? | [] Yes [] No |
| Specify the time range for this option to take effect | Sunday Monday Tuesday Wednesday Thursday Friday Saturday | |
| Select users who are eligible as First Card Unlock persons | | |

The Multi Card Unlock feature requires that in order for a specific door to unlock, at least two persons must verify at the same access controller. If the combination does not match, the door will remain closed.

| MULTI CARD UNLOCK | | |
|--|---|--|
| Options | Door ID | |
| | Do you want to apply Multi Card Unlock feature to specific door(s) independently? | |
| How many user verifications are required at the terminal to unlock the door? | | |
| Select users who are eligible to perform Multi Card Unlock feature | | |

Part 6 Setup of User and Door Access Levels

This part of the form will set up the time range(s) of access for users.

Note: Ignore this step if you are not controlling user access by time range.

A. HOLIDAY TIME ZONE

Configure the time range(s) applicable to your company during holidays. For example, you can configure the system to restrict access on 1st January of every year. You can also set half-day access (12:00pm to 5:00pm) on 1st May of every year. Expand the table below to fill it in with more holidays.

Note: Ignore this part if you do not need the system to control any access during holidays.

| Holiday time zone | Time range to allow access | | Effective to Door ID |
|-------------------|----------------------------|---------|----------------------|
| | Start | End | |
| No access | N/A | N/A | |
| Full day access | 12:00am | 11:59pm | |
| | | | |
| | | | |
| | | | |

B. HOLIDAY SETTINGS

Assign the holidays' time zone(s) into the relevant holidays accordingly. Define the holiday date range and the time zone that it applies to. For example, on 1st January, restricted/no access.

| Description of holiday | Date range of holiday | | Holiday Time Zone | Effective to Door ID |
|------------------------|-----------------------|---------|-------------------|----------------------|
| | Start | End | | |
| New year | 1st Jan | 1st Jan | No access | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

C. SETUP OF ACCESS TIME SET

Set time range(s) to control access during normal days, where the system would only allow users to gain access within the allotted time range. A user cannot unlock the door if he/she attempts access outside of the predefined time range. The system supports up to 3 sets of time range every day. Name the time sets to ease setup. You can duplicate the table below if you have more than 1 time set. The maximum time sets allowed is 15.

Name of Time Set Applicable to Door ID#

| | First period | | Second period | | Third period | |
|-----------|--------------|-----|---------------|-----|--------------|-----|
| | Start | End | Start | End | Start | End |
| Sunday | | | | | | |
| Monday | | | | | | |
| Tuesday | | | | | | |
| Wednesday | | | | | | |
| Thursday | | | | | | |
| Friday | | | | | | |
| Saturday | | | | | | |

D. ACCESS GROUP

Link up all access level information to specific doors and users to ease management.

| Door ID | Name of Time Set | Apply with Holiday Settings? | User ID |
|---------|------------------|------------------------------|---------|
| | | [] Yes [] No | |
| | | [] Yes [] No | |
| | | [] Yes [] No | |

Part 7 Time Attendance Setup

The below settings is suitable for one shift only. Please copy this page for additional shifts.

Note: Ignore this page if you are not using the attendance feature in Ingress server.

Schedule no Schedule name

- Determine the restday/offday of this working schedule.

| Day | Day Type |
|-----------|----------|
| Monday | Workday |
| Tuesday | Workday |
| Wednesday | Workday |
| Thursday | Workday |
| Friday | Workday |
| Saturday | Workday |
| Sunday | Workday |

- Do you want to capture attendance records of employees if they work on their restday/offday? [] Yes [] No
- Do you want to treat attendance during restday/offday as overtime? [] Yes [] No
- How many times can employees take break/rest per day? [] 1 [] 2

ONLY 1 BREAK TIME: Complete the working timetable below:

| Day | First check in on | Break time start on | Resume to work on | Last check out on |
|-----------|-------------------|---------------------|-------------------|-------------------|
| Sunday | | | | |
| Monday | | | | |
| Tuesday | | | | |
| Wednesday | | | | |
| Thursday | | | | |
| Friday | | | | |
| Saturday | | | | |

2 BREAK TIME: Complete the working timetable below:

| Day | First check in on | 1st Break time start on | Resume to work on | 2nd break time start on | Start OT work on | Finish OT work on |
|-----------|-------------------|-------------------------|-------------------|-------------------------|------------------|-------------------|
| Sunday | | | | | | |
| Monday | | | | | | |
| Tuesday | | | | | | |
| Wednesday | | | | | | |
| Thursday | | | | | | |
| Friday | | | | | | |
| Saturday | | | | | | |

5. Do you want to deduct lunch break? [] Yes [] No
- Will the employees clock on/off for lunch? [] Yes [] No
 - Deduct a set amount of lunch time automatically: _____ mins
 - Deduct a minimum break time of _____ minutes & deduct any extra lunch time taken.
 - Deduct only actual lunch time taken. [] Yes [] No
6. How many minutes tolerance should be given if an employee:
- Starts work late: _____ minute(s)
 - Starts break early: _____ minute(s)
 - Finishes break late: _____ minute(s)
 - Finishes work early: _____ minute(s)
7. Fill in the below details to provide overtime option to the employees.
- Is overtime counted if employees report early to work? [] Yes [] No
 - How long must an employee work before being counted as overtime? _____ min(s)
 - What is the maximum overtime hours per day? _____ hour(s)