

# **FP Reader Software User Manual**

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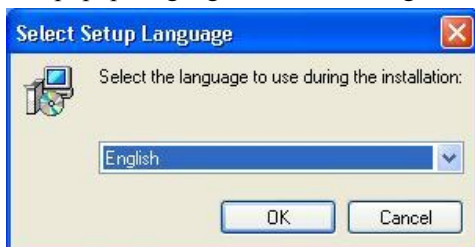


# 1. Install and Uninstall Software

## 1.1 Install Software

Before installing your software, it is better to shutdown all the other application programs, in order to keep away conflict.

Please put the software CD into CD-ROM, it will run automatically and popup language selection dialog.



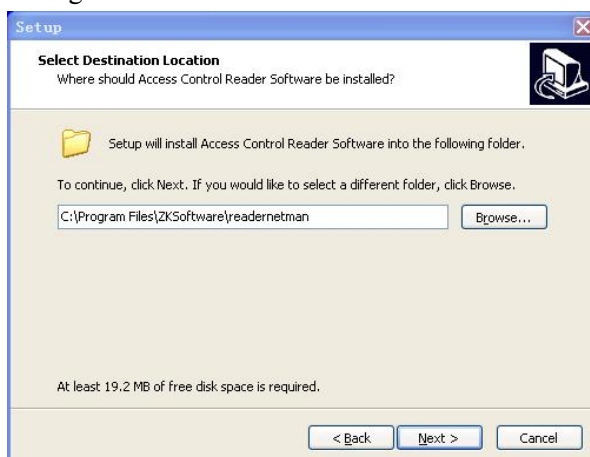
Select the Language, click [OK], and enter following interface.



Click [**Next**], enter following interface.



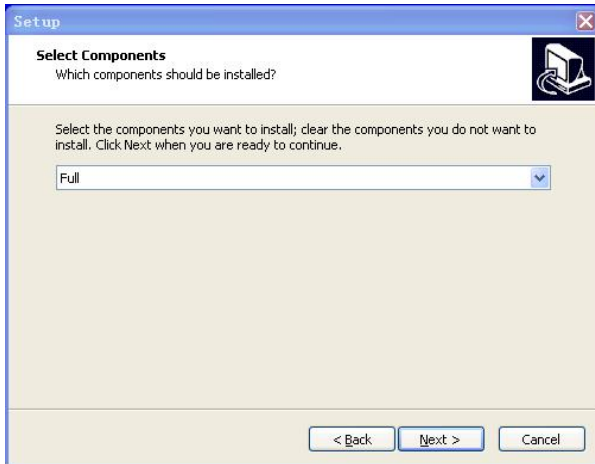
Please read the License Agreement carefully. If you want to install please select [**I accept the agreement**], and click [**Next**], enter following interface.



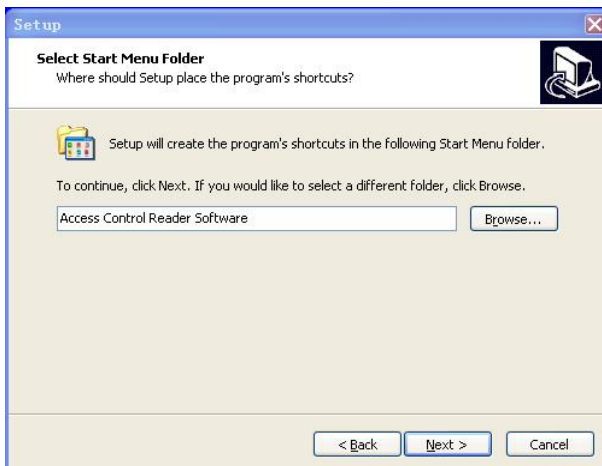
Select the folder where to install the software. Click [**Next**] enter following interface.

## 1. Install and Uninstall Software

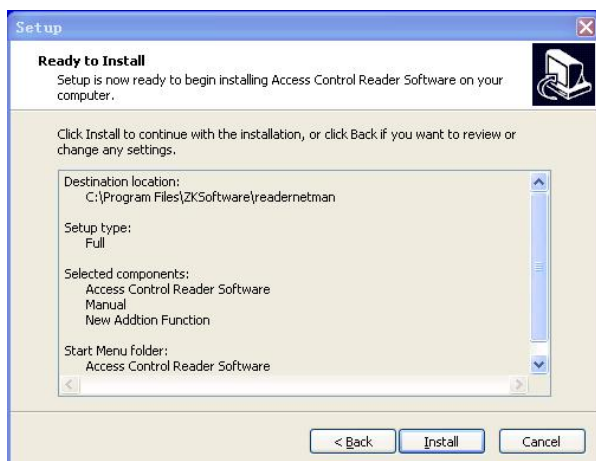
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Selecting the install component, and click **[Next]**.



This window is to confirm the name which is created in **[Start/Program]** item. Click **[Next]** button, display following interface.



After enter into this interface, it is means that you have finish all configure to setup, if want to modify, click [**Back**] to return, otherwise click [**Install**], the installing program will copy and write corresponding information into hard disk, After finish installation, click [**Finish**] to complete the process.

## 1.2 Uninstall Software

If you do not need to use this software any more, and want to uninstall it from your computer, then may follow next steps to operate:

1. Close the Access Control Reader Software complete.
2. Enter **Start/ Control panel**.
3. Enter **Add/ Cancel Program** window, choose Access Control Reader Software, and click [**Remove**] button to uninstall.




Like doing this, you still cannot delete all files. You need enter the install directory of the software to delete the folder where the software installed.




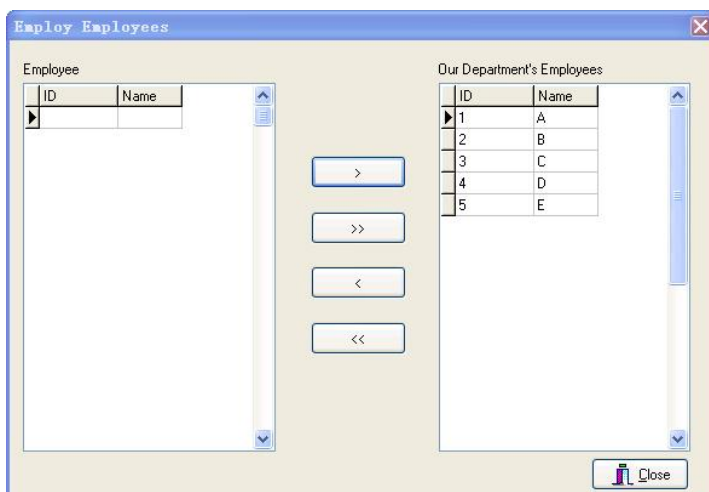
## 2. Department Management

Click **[Department]** in the **[Base Options]** menu, popup the Department Management main interface, like as following figure.

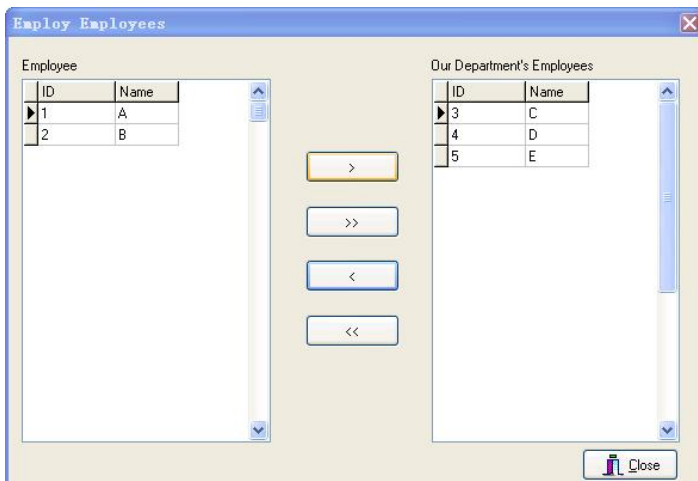



Click  or  to add or delete a department,  is **[Employee Employed by Departments]** Button.

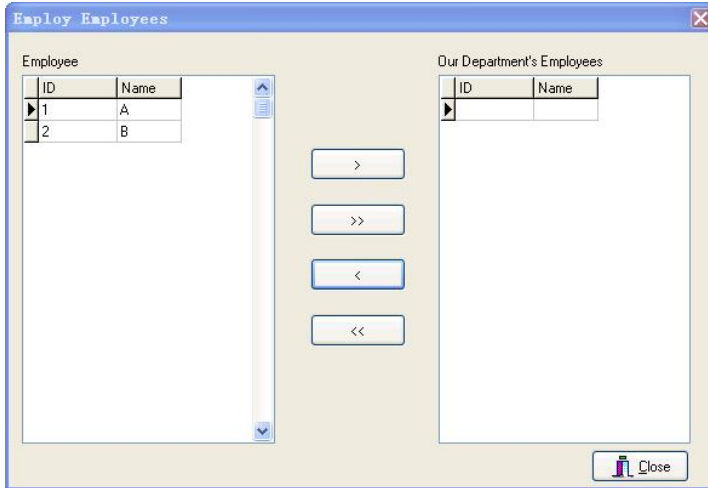
After established a new department, if you want to employ a staff to the department, first to select the name of company, then click  button, popup following interface.



“**Our Department’s Employees**” box at right side is the employees list of company, first choose the employee to shift, and then click the “<” button to move the employee to the left side, or click “<<” button to move all employees to the left side.



Select the name of corresponding department, click  button, the following interface shown below.




Select the staff to employ, click “>” to move the staff to the right side of related department, or click “<<” button to move all employees to the right side to complete shifting the staff.


To shift a staff can directly process in the [User Management] menu.



## 3. User Management

User Management is the process to maintenance user information, click [User Manage] in the [Base Options] menu or the shortcut button, popup the User Information Maintenance interface, as following.

ID	Name	Department	Gender	Title
1	A	company	Male	
2	B	company	Male	
3	C	company	Male	
4	D	company	Male	
5	E	company	Male	

**Add User:** Click  button in the staff maintenance bar to add new user.

**Cancel User:** Choose the user you want delete, and click  button to delete the user.

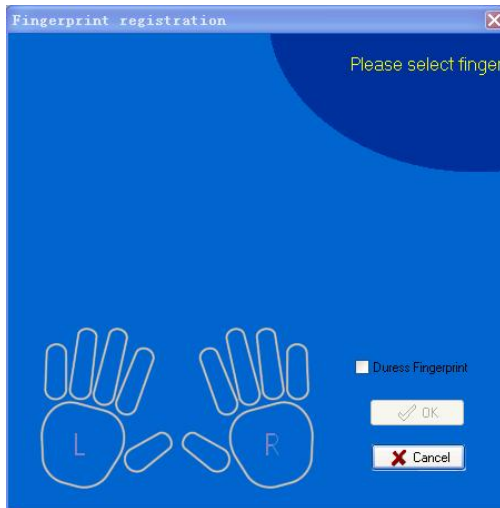
**Photo:** Click  button to import user photo, or click  button to delete.

## 3.1 User Fingerprint

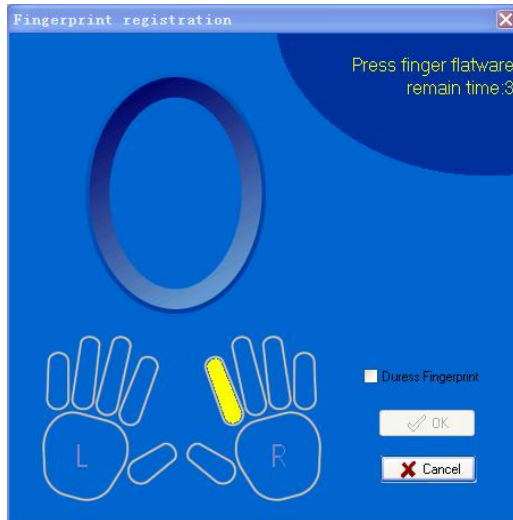
### 1. Enroll User Fingerprint

**Enroll with FP Sensor:** If you need to use the FP Sensor to enroll user fingerprint, please install the FP Sensor driver program first. The driver is under the Driver directory in software CD. After complete to install the driver, connect the FP sensor to the PC USB port. The current software version supports to use the “U are U” series, ZK4000/6000/7000 FP sensor and etc.

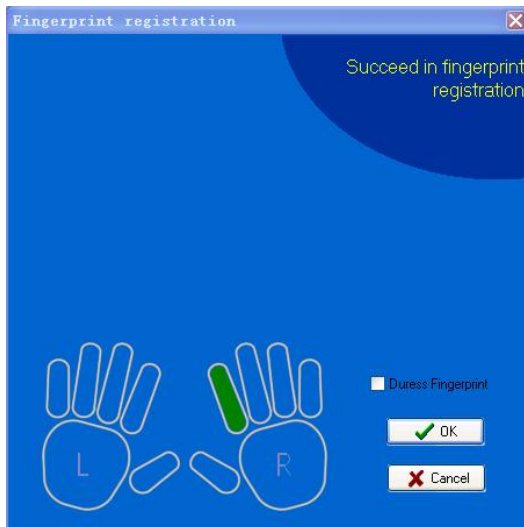
(1) Select [**Enroll with Sensor**] in User Information Maintenance interface, click [**Enroll**] button, and enter the fingerprint enrollment interface, as shown below.



(2) Click the finger which fingerprint is to be enrolled, and the system enters the interface to enroll, as shown below:



(3) After the finger finishes 3 times press on the FP Sensor, the system prompt “Succeed in fingerprint registration”, shown as blow.



(4) To delete the fingerprints, please click on the enrolled finger twice, the system prompts the following:



If you select [**Duress Fingerprint**], the enrolled fingerprint will be a duress fingerprint for use.

**Enroll with FP Reader:** Use the FP Reader to enroll. Select the FP Reader in User Management interface, click [**Connect Device**], after to connect successfully, click [**Enroll**] to begin enroll fingerprint. The enroll steps are similar to the FP Sensor enrollment.

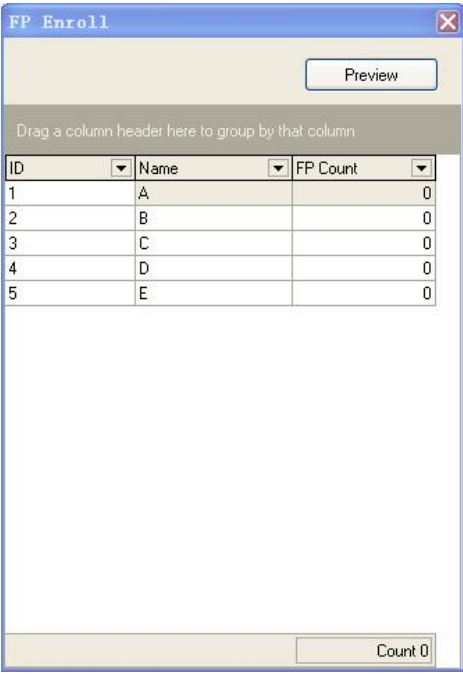
#### 2. Register Mifare Card:

Choose the user who needs to register the Mifare Card, then click [**Through Fingerprint Reader to Write Card**], the software will remind “**Present Card**”, to slide the card near an appropriate place in the FP Reader, after to show “**Write Card Successfully**” on the device, this user's ID and the fingerprint will store in the card. Click [**Through Fingerprint Reader to Clear Card**] to delete user's data in

the Mifare, the program remind [**Present Card**], to slide the card in an appropriate distance before the fingerprint reader. The notice “**Clear Card Successfully**” means the operation complete.

**Note:** This function is available only for the FP Reader which supports Mifare card enrollment.

**3. Fingerprints Enroll Status:** Shows the detail of user and fingerprint enroll status.



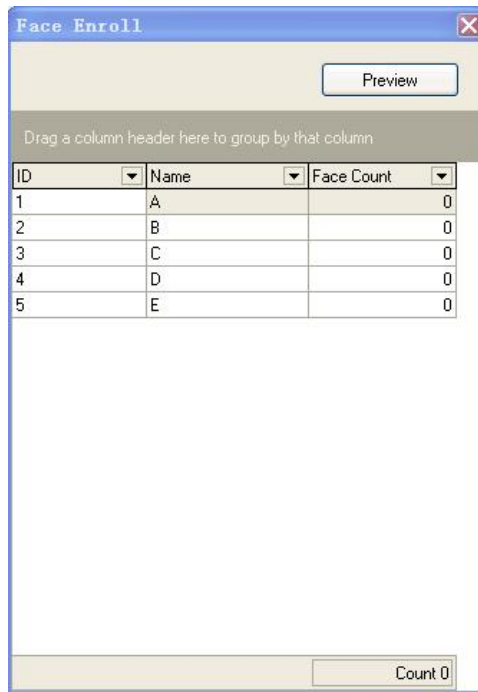
The screenshot shows a window titled "FP Enroll" with a "Preview" button. Below the button is a text prompt: "Drag a column header here to group by that column". A table displays the following data:

ID	Name	FP Count
1	A	0
2	B	0
3	C	0
4	D	0
5	E	0

At the bottom right of the window, there is a "Count 0" label.

**4. User face Enroll Status:** Shows the detail of user and user face enroll status.





The screenshot shows a window titled "Face Enroll" with a close button in the top right corner. Below the title bar is a "Preview" button. Underneath is a grey bar with the text "Drag a column header here to group by that column". Below this is a table with three columns: "ID", "Name", and "Face Count". Each column header has a small downward arrow. The table contains five rows of data. Below the table is a large empty white space. At the bottom right of the window is a "Count 0" button.

ID	Name	Face Count
1	A	0
2	B	0
3	C	0
4	D	0
5	E	0

#### 5. Sort Order:

You can arrange the record according to the ascending or descending order in the record list, directly click the head of rank to achieve. Choose a triangle symbol which is beside the field, according to ascending order to arrange when the triangle symbol point upwards, otherwise that means the sort order follow the descending order. You can click the triangle symbol to change the rise or down rank.


## 3.2 Statistic

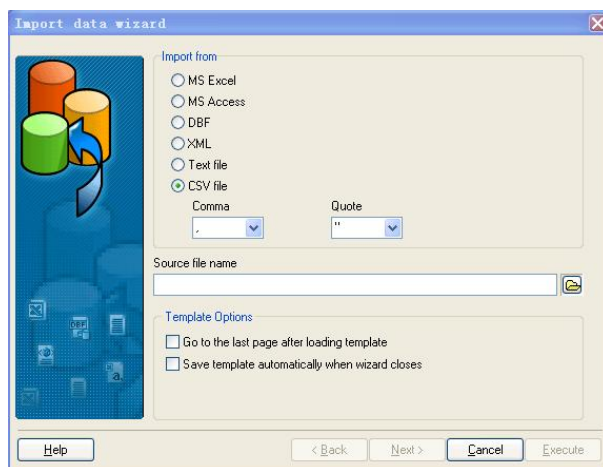
The software can automatically count the total record and count the grouping record.

### 1. Import

This function enables the user to import many formats of user's data file.

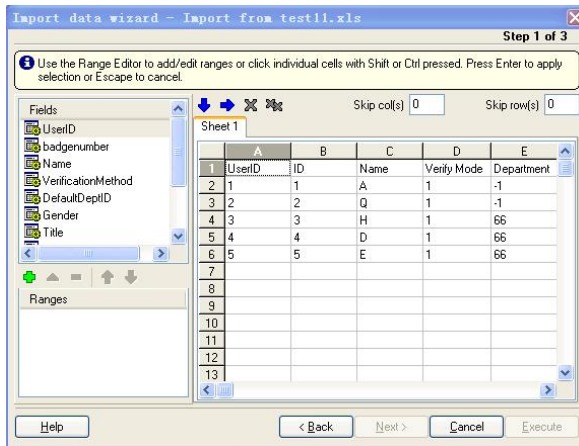
This system support following format data to import: MS Excel, MS Access, DBF, XML, Text File, CSV file. We recommend use the CSV file to import, the following example which use CSV file to import user's data is used to illustrate how to import data.

(1) First click the  button of CSV file, then select the file that want to be import.



(2) Click [Next], the following figure appears:

### 3. User Management



The left side list is a field list, the right side is import file rank, there are Skip line(s) on the right-up part, that means want to skips amount of the line, if the first line to be import isn't material data, you can fill "1" here, that show to skip the first line to import data.

**UserID:** The ID only is used in the system interior, it is useless to import the fields, please don't use the field.

**BadgeNumber:** User code, this code is that user adopts the number in the FP Reader and the software.

**Name:** User name, these fields must exist.

**VerificationMethod:** The verification method of user. This item can be neglected.

**DefaultDeptID:** Department ID. If you want to import the data from other origin, this item can be neglected.

**Gender:** Males or Females.

**Title:** Title.

**Photo:** photo, can be neglected.

**Privilege:** Privilege, can be neglected.

**Password:** Password can be neglected.

**CardNo:** ID card number can be neglected.

(3) First choose the field in the Fields list as to import, and then select the corresponding rank in the right side list. The Fields list will automatically attach the corresponding number to the name of field, such as it is, arrange all fields and corresponding rank after to complete, click next.

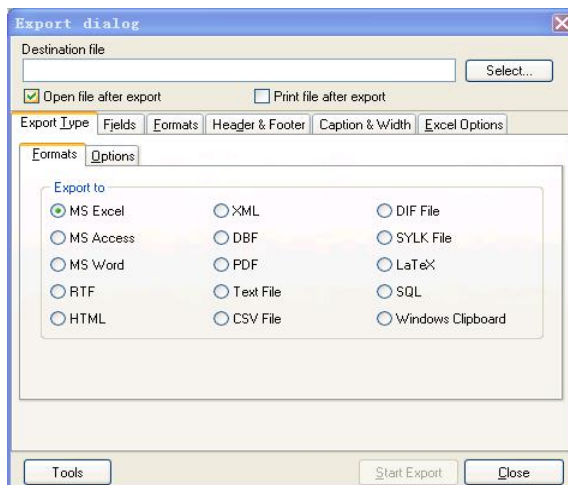
If you want to cancel a field's setup, first choose the field, and then click corresponding rank, the software will cancel this field's setup.

(4) Click the [**Execute**] button to run importing operation.

## 2. Export:

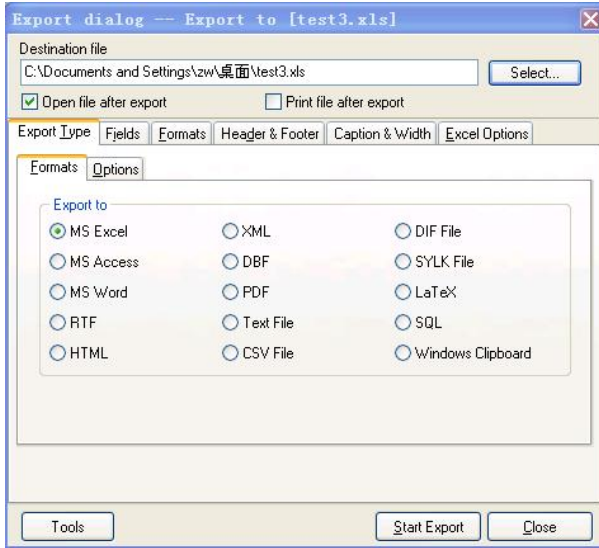
This function enables the software export user's data via all kinds of format which can be support by the software. It is convenient to supply for third party software to use.

Click the [**Export**] button, appear following interface.



Take the exporting MS Excel file as an example to explain.

(1) Select the object file which is to be exported.



(2) Click [**Star Export**] button to export the file via default format, otherwise, can configure exporting content through to click the different option card.

**Fields:** Select the field to be export, the default is all, it is only to export field's content after selected field.

**Formats:** Be exporting format of defined all kinds of field value.

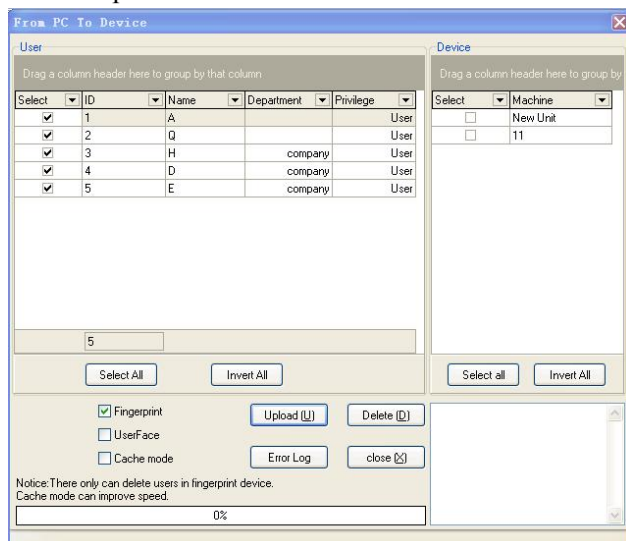
**Header & Footer:** The file to start and to end of the text.

**Caption & Width:** The title and width of field.

**Excel Options:** Set font.

## 3.3 Upload and Download

**1. From PC to Device:** the user which is store in the database will be uploaded to the FP Reader, click [**From PC to Device**], popup the interface to upload user's data.



**Upload:** Based your need, select the staff and a uploading FP Reader, click [Upload], it is able to upload user's data to the defined FP Reader, it is better to select [**Fingerprint**] and [**User Face**] in the normal condition. If the information needs not to be modified, it is no need to choose it.

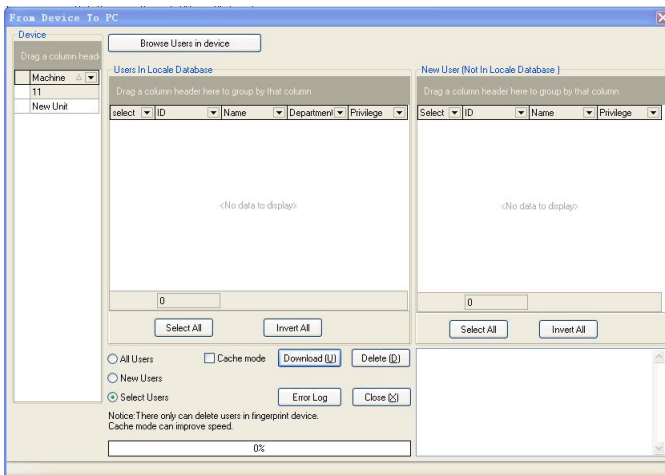
**Notice:** User's data include user information, fingerprint and user face.

**Delete:** If you want to delete a user in a FP Reader, first choose user and corresponding FP Reader, and then click [**Delete**] button.

**Operation Log:** That is an error log during operating process.

**Batch:** Utilize this function to speed up communication when a lot of user's data are uploaded, it isn't need to a few users (such as less than 30 users).

**2. From Device to PC:** The user which is store in the FP Reader will be downloaded to the local database, click [**Form Device to PC**], popup the interface to download user's data.



Select a FP Reader number to download user's information which is on the left side list, click [**Browse Users in Device**], it is able to display all users in the FP Reader. Select the user to be downloaded, click the [**Download**] button to download the user data from FP Reader to local database.

**View User in the Device:** Display all users in the FP Reader.

**Download:** Download user data to be selected.

**Delete:** If you want to delete a user in a FP Reader, first choose user, and then click [**Delete**] button.

**Batch:** Utilize the function to speed up communication when a lot of users are downloaded, it isn't need to a few users.

**Operation Log:** That is an error log during operating process.



## 4. Device Management

First add equipment, open **[Device List]** in the **[Base Options]** menu, or click **[Device Manage]** shortcut on the main interface, and display the interface as following.

The screenshot shows the 'Device manage' window. On the left, a 'List' pane contains 'Machine Name' and 'New Unit'. The main window has a tabbed interface with 'Communication' selected. Under 'Communication parameter', the 'Name' is 'New Unit', 'Communication type' is 'Ethernet', 'IP Address' is '192.168.1.201', 'Device Number' is '1', 'Port' is '4370', and 'Communication key' is empty. A 'Test Connection' button is at the bottom right of this section. The 'Communication options' section has 'BaudRate' as a dropdown, 'IP Address' as '0.0.0.0', 'Device Number' as a dropdown, 'Net Speed' as a dropdown, 'Communication key' as empty, 'Netmask' as '0.0.0.0', and 'Gateway' as '0.0.0.0'. There are checkboxes for 'Ethernet', 'RS232', and 'RS485'. At the bottom, a notice states: 'Notice: when "Read Options" can't edit that does not support it'. Below the notice are 'Read Options' and 'Set Options' buttons.

Click **[Add]** button, display the interface as following.

Connect to fingerprint machine

Communication type RS232/RS485

Machine num 1

Port Number COM1

Baud Rate 115200

Communication key

Machine Name New Unit

Connection OK Cancel

If you don't set the password in device, you not require input password

### RS232/RS485 Communication:

**Machine num:** According to the Reader number to fill, for example the FP Reader number is 1.

**Port:** Properly select the communication port to connect PC, the default port is COM1.

**Baud Rate:** Select the same baud rate as the FP Reader. The default value is 115200 at its original setup.

**Communication key:** It isn't need to fill the pass word in the default condition, if there is a setup password in the FP Reader, please input correct password.

**Machine Name:** According to the purpose of equipment, input an observable name.

### Ethernet Communication:

Connect to fingerprint machine

Communication type: Ethernet

IP address: 192 . 168 . 1 . 201

Port: 4370

Communication key:

Machine Name: New Unit

Connection OK Cancel

If you don't set the password in device,you not require input password

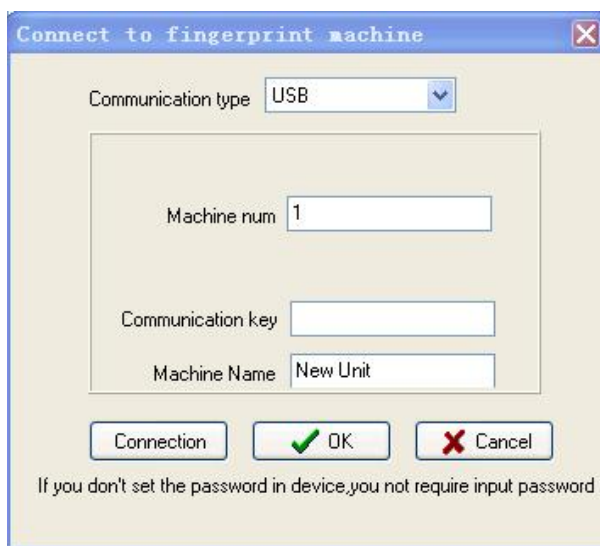
**IP address:** Default address is 192.168.1.201, please input the IP address of the FP Reader you want connect.

**Port:** The default port is 4370, it isn't needed to change.

**Communication key and Name** is the same configure as **RS232 /RS485**.

#### **USB Communication:**

This communication way need the device supports USB communication.



**Machine num**, **Communication key** and **Machine Name** is the same configure as **RS232 /RS485**.

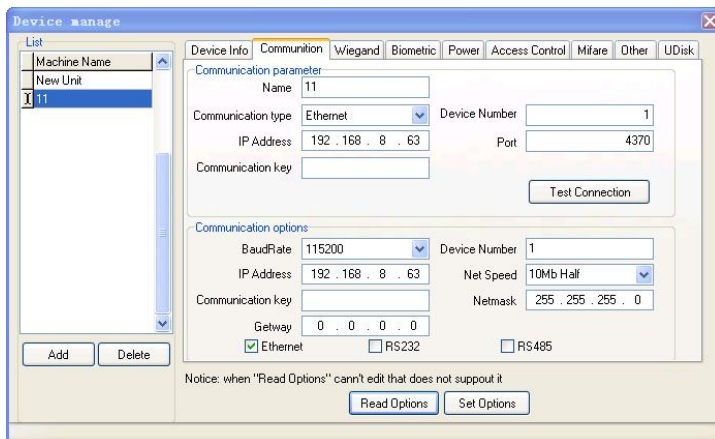
There are three ways for above-mentioned FP Reader communication. User can choose different way to connect, after complete setup, click [**Test Connection**] button under window to test, popup “**Successfully Connect**”, and then click [**OK**] button to save the connecting parameters of this FP Reader. If the system popup “**Fail Connect**” dialog, please check the parameters and try again. Add the next fingerprint reader as this procedure.

If you want delete a FP reader, select this unit, and click [**Delete**] button on underside.

## 4.1 Communication

**Communication Setting:** Click [**Read Options**], it shows the

communication information of the current connecting device. Like as below figure.



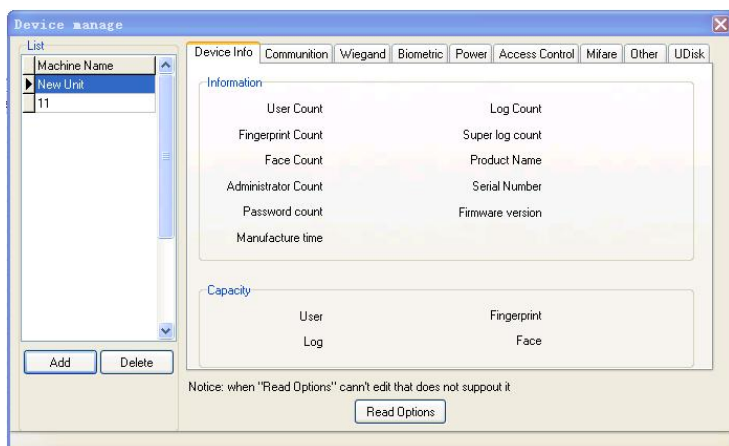
**Communication Parameter:** This is all kinds of communication parameter which is used to the software connect to the reader.

**Communication Options:** The Option of FP reader communication, If want to change some communication configure, then click [**Read Options**] to obtain all origin parameter, and modify it as need and click [**Set Options**] button, complete the operation.

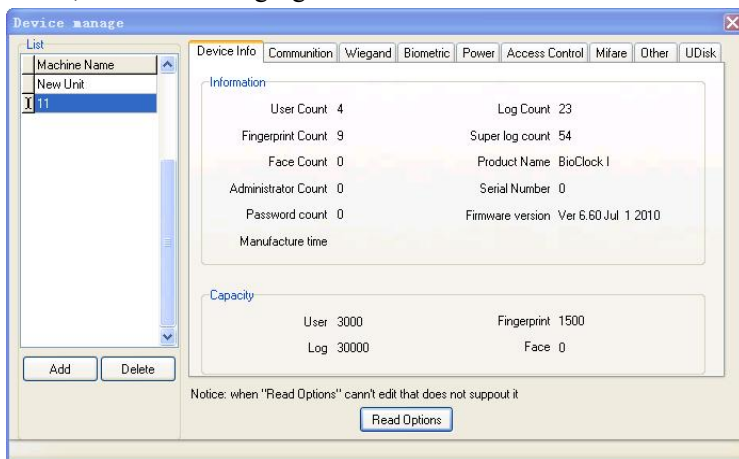
**Note:** If you use RS232 to communicate, recommend to adopting 115200 Baud Rate, if you use RS485 to communicate, better to utilize 38400 Baud Rate.

## 4.2 Device Information

Click [**Device info**] in the [**Device manage**] item, display interface is following.



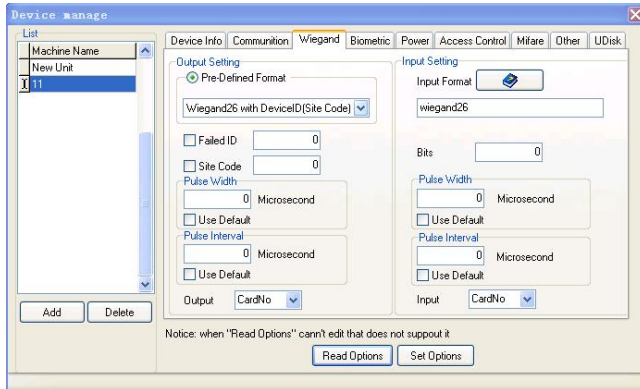
Click **[Read Options]**, the basic information of FP Reader will be listed, as the following figure.



## 4.3 Wiegand

Click **[Wiegand]** in the **[Device Manage]**, display interface as

following.



Click **[Read Options]** can obtain all the wiegand parameters which store in the reader.

**Defined Format:** This format has been defined and built in the system, it isn't need that user define the length of Bit and the location of information. There are four default defined format: wiegand26 with device ID, wiegand34 with device ID, wiegand26 without device ID, wiegand34 without device ID. The wiegand 26 with device ID means that the wiegand26 output format along with equipment ID number. The wiegand26 without device ID point that the wiegand26 output format doesn't own the unit ID. Here the equipment ID is defined by following: If there is no set of the site code, then it will output machine code. And if the site code has been set, it will output the defined site code (which is similar to the machine code, it is different that this code is defined by user and can recycle to use, range is 0-255).

**Fail ID:** Export Fail ID after verified is fail, no export when it has not been selected. Its output range is 0-65534.

**Site Code:** Similar to the machine code, which difference is that this code is defined by user and can recycle to use in different unit, range is 0-255.

**Self-define Format:** User define Wiegand output format.

**Total Bit:** The length of output format.

**ID begin:** The start location of the ID code in the total bit.

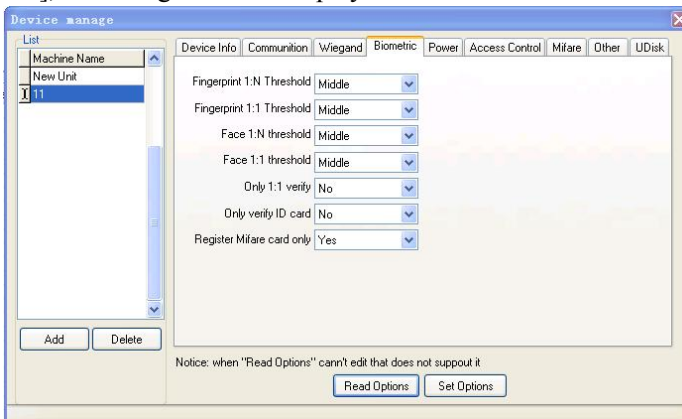
**ID Bit:** The length of ID code.

**Pulse Width Time:** The default to send pulse width time is 100 $\mu$ s, if the controller isn't able to receive the wiegand signal, can adjust value from 20 to 800.

**Pulse Interval Time:** The default value is 900  $\mu$ s, can adjust from 200 to 20000.

## 4.4 Verification

Click [**Biometric**] in the [**Device manage**] item. Click [Read Options], following interface display.



**Fingerprint 1: N Threshold:** A predefined number, often controlled



by a biometric system administrator, which establishes the degree of correlation necessary for a comparison to be deemed a match. If the score resulting from template comparison exceeds the threshold, the templates are a “match” (though the templates themselves are not identical). The default value is “Middle”, you can modify it.

**Fingerprint 1:1 Threshold:** It means that match fingerprint threshold after presenting the card, the default value is “Middle”.

**Face 1: N threshold:** The default value is “Middle”, you can modify it.

**Face 1:1 threshold:** It means that match user face threshold after presenting the card, the default value is “Middle”.

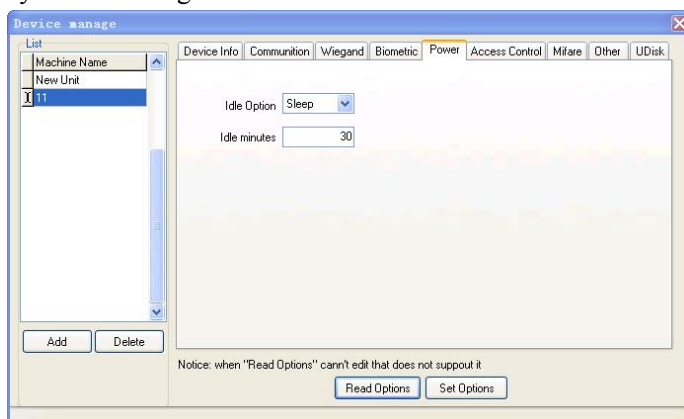
**Only 1:1 Match:** This feature is only available that a user own fingerprint, ID card or Mifare card for verification, can configure [Only 1:1 Match], if you choose [Yes] to this setup, must first present a card, and then press fingerprint. If doesn't slide a card, there is no reflect to fingerprint in the unit.

**Only Verify ID Card:** It is mainly designed for ID card, when you choose [Yes], a user directly use ID card to verify enough, to verify doesn't need to press fingerprint. When you choose it as [NO], you must verify fingerprint after present the card until pass

**Must Register Mifare Card:** There are two statuses to register a Mifare card, if the card was configured to [Must Register], it is only to verify the user who's ID has stored in the FP Reader. The user without ID number will not be verified. When you choose the item as [NO], no matter there are user's ID information in the unit whether or not, it will export as the user and fingerprint template is verified successfully.

## 4.5 Power Management

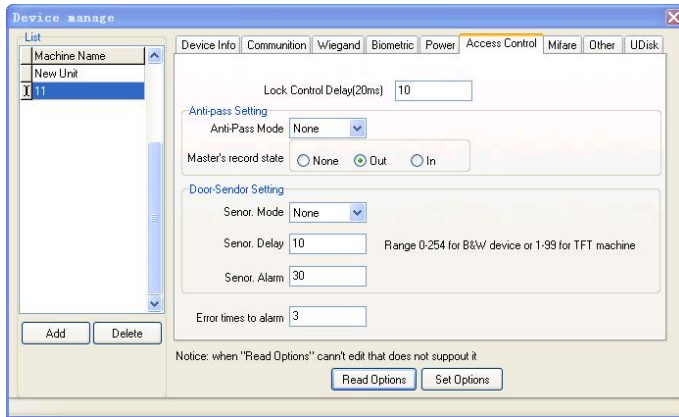
Click [Power] button, and then click [Read Options] button, display the following interface.



Firstly read the parameter of [Power], modify the state of [Idle Setup] and minutes of [Idle Time], then click the [Set Options] to complete set. When the idle time is 0, then the idle setup function is off. When the value more than 0, the machine will enter into idle state after arrives at define time. You can resume normal working state via press the button on the top of reader.

## 4.6 Access Control

Click [Access Control] button, and then click [Read Options], display the interface as follow:



**Lock Control Delay:** Apply to determine unlock hour, the min measured unit is 20ms, in the normal condition is 100—200ms.

### Anti-Pass Setting

**Anti-Pass Mode:** Can be set to "None", "Out", "In", "InOut".

**Master's record state:** Can be set to "None", "Out", "In".

### Door Sensor Setting

**Sensor Mode:** Set Door Sensor Mode. It can be set to "None", "NOpen", "NClose" state.

**Normally Open:** Set door state to open in normal situation.

**Normally Close:** Set door state to close in normal situation.

**None:** Do not use door sensor.

**Sensor Delay:** Set the sensor delay time when the door is opened. After this defined time the sensor detect the door state. If the door state is not consistent the alarm will be triggered. Black and white screen device range is 0-254. Color screen device range is 0-99.

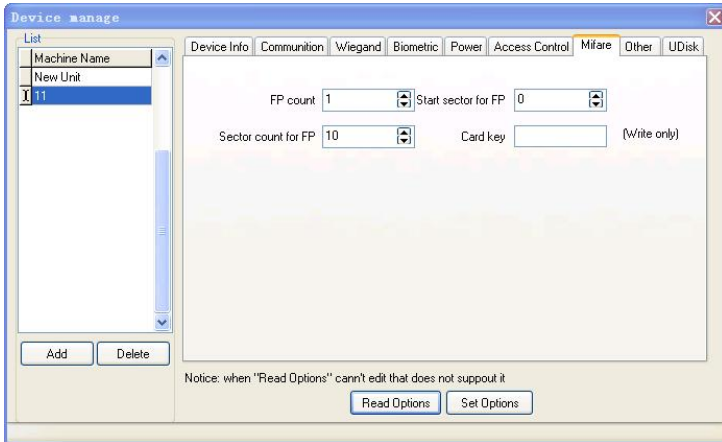
**Sensor Alarm:** Set the alarm time delay after the alarm is triggered. Range is 0-999 seconds.

**Error times to alarm:** Define the max error times to trigger

alarm. When the verify is not through, and exceed this defined times, the alarm signal will be triggered automatically.

## 4.7 Mifare

Click [**Read Options**] in [**Mifare**] menu, display as following.



**FP Count:** How many fingerprints do store in the Mifare card.

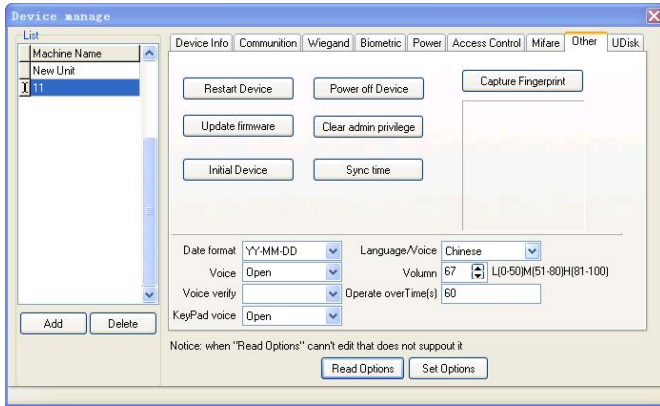
**Start sector for FP:** The first sector of Mifare card to store fingerprint.

**Sector count for FP:** Fingerprint appropriate total sector.

**Card key:** Read and write password of card, you can only setup, can't read it.

## 4.8 Other Setup

Click [Other Setup], and then click [Read Options], the following interface appear.



**Restart Device:** Click the button to restart FP Reader.

**Clear admin privilege:** This function can clear all administrator privilege which has registered in the reader.

**Update firmware:** We suggest that user doesn't use this function at random. After receiving the manufacturer's notice, execute it according to the guide the factory offered.

**Initial Device:** This function is mainly used to clear all data in the FP Reader.

**Capture Fingerprint:** This function can be used to view fingerprint image, if you want to inspect fingerprint image, please place finger on the sensor window, don't move, and then click the button, and you will see the fingerprint image.

**Date format:** Select the date format in the dropdown menu, this date format is the date display format on the device starting interface.

**Voice function:** Including voice, voice verification, keypad voice, you can choose to open or close. You can set the voice volume too. This function is available in the FP Reader which supports voice hint function.

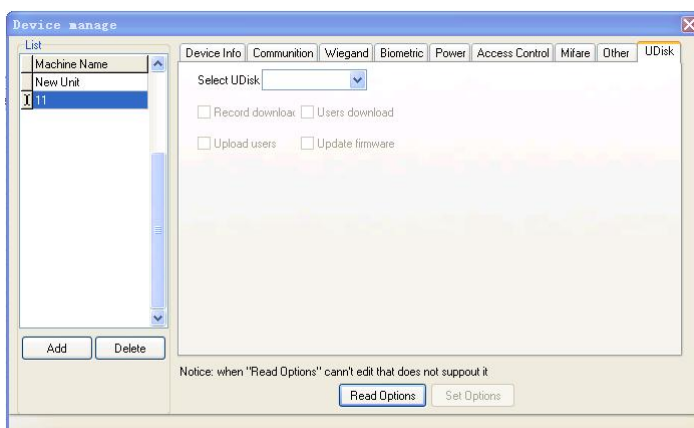
Operate over time(s): Set the device operation timeout.

## 4.9 U disk Setting

You can use the Access Management software to set the U disk configuration file. When the device is connected with U disk, it can execute operations such as Record download, User download, Upload users and Update firmware.

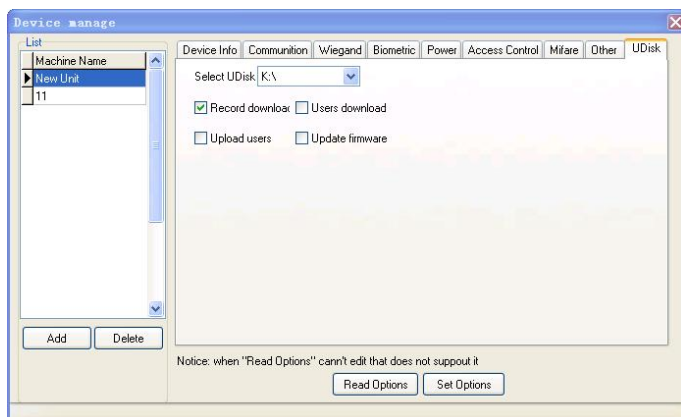
Using PC software to create and modify configuration files steps:

1. Click [U disk] in [Device manage] menu, enter the following interface.

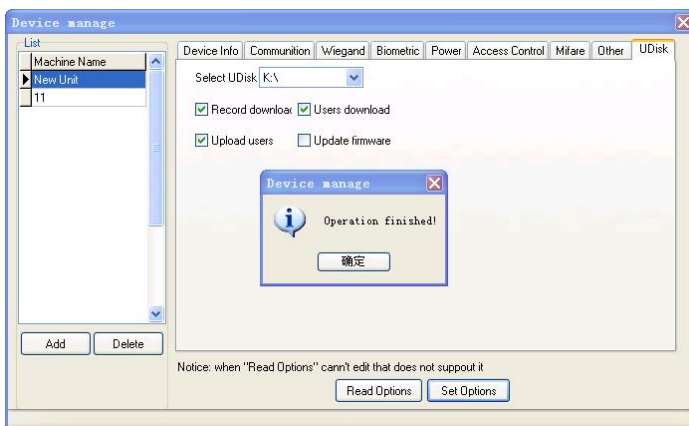


2. Select U disk from the down drop menu, click the [Read Options], the interface display Record download, User download, User upload and Update firmware four options.

## 4. Device Management



3. Select the need for the operation, click [Set Options] button, the system prompts “Operation finished”, as shown below.



Open the U disk you can see the configuration file named operatemode.cfg.

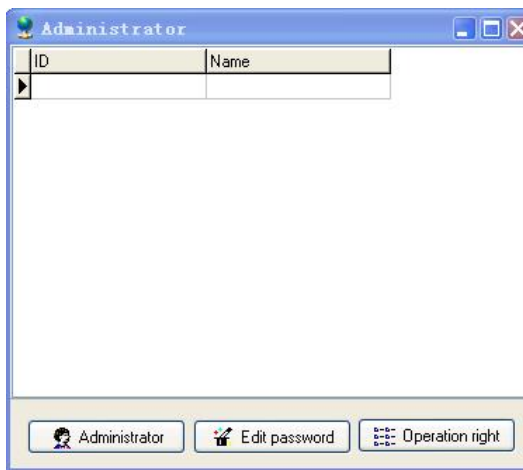
The operation to execute the U disk configuration file please refer to the related device user manual.

## 5. System Management

System Management includes Operator Management, System Operation Log, Backup Database, Clear Obsolete Data, Initial System, Set Password of Database and System Options.

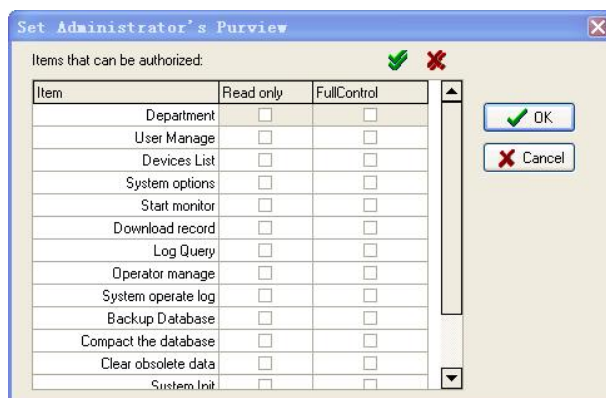
### 5.1 Operator Management

Click [**Operator Management**] in the [**System Manage**] menu, Popup the main interface of administers maintained, like as following



Click [**Administrator**], Popup the three item of [**Add department Administrator**], [**Add Administrator**] and [**Delete Administrator**]. Click [**Add Administrator**], and then popup a user list frame, select a user to be adding as an administrator, and the click [**OK**] to popup a distributing privilege list, as following figure.





Put a remark in the administrator privilege, and then click [OK].

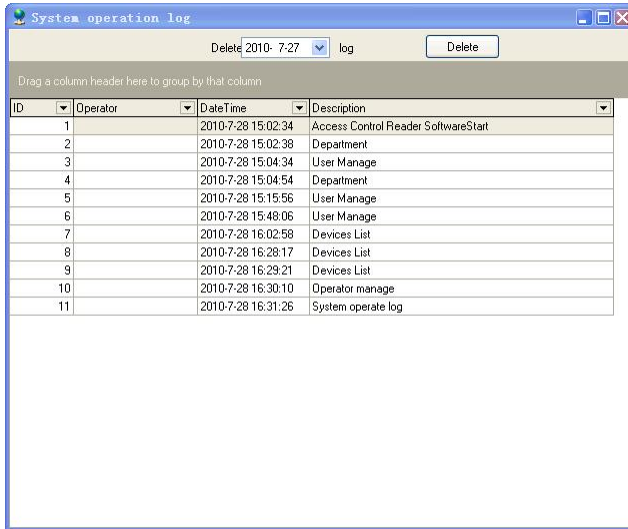
If want to cancel administrator, select the Administrator firstly, and then click [**Delete Administrator**] to complete the operation process.

The operation of [**Add department Administrator**] is same to [**Add Administrator**].

It is able to modify administrator password and operation privilege after an administrator is added.

## 5.2 System Operation Log

The system operation Log is a track record which records this software operation history, and utilize list mode to record all operation. Click [Delete], this operation is available to delete operation log to the defined previous date, appear following figure.



ID	Operator	DateTime	Description
1		2010-7-28 15:02:34	Access Control Reader SoftwareStart
2		2010-7-28 15:02:38	Department
3		2010-7-28 15:04:34	User Manage
4		2010-7-28 15:04:54	Department
5		2010-7-28 15:15:56	User Manage
6		2010-7-28 15:48:06	User Manage
7		2010-7-28 16:02:58	Devices List
8		2010-7-28 16:28:17	Devices List
9		2010-7-28 16:29:21	Devices List
10		2010-7-28 16:30:10	Operator manage
11		2010-7-28 16:31:26	System operate log

## 5.3 Data Maintenance

The Data maintenance is, consist up Backup Database, Compact the Database, Clear Obsolete Data, three module build up.

### 1. Backup Database

Click [**Backup Database**] in the [**System Manage**] menu, popup a dialog-box to backup database, you can name it as your favor, and save it in the defined location.



### 2. Compact the Database

Click [**Compact the Database**] in the [**Data Maintenance**] menu, to compact the database, it is only capable to Access Database.

### 3. Clear Obsolete Data

You can use this function to clear old data which are useless to utility, click [**Clear Obsolete Data**] in the [**Data Maintenance**].

Click the down drop menu to choose the date, and select the old record backup directory, then click [OK] button to clear old data.

**Notice:** The delete content doesn't include the ending date be selected.

## 5.4 Initialize System

Click [**System Init**] in the [**System Manage**] menu, popup a warn dialogs box, like as following figure, executes the command all the system will be initialized, after this operation all data will be

cleared.

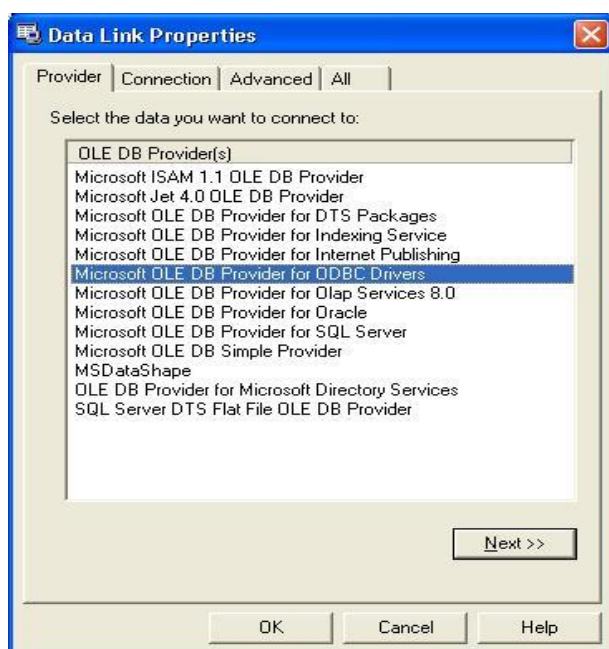


**Notice: use this operation with caution.**

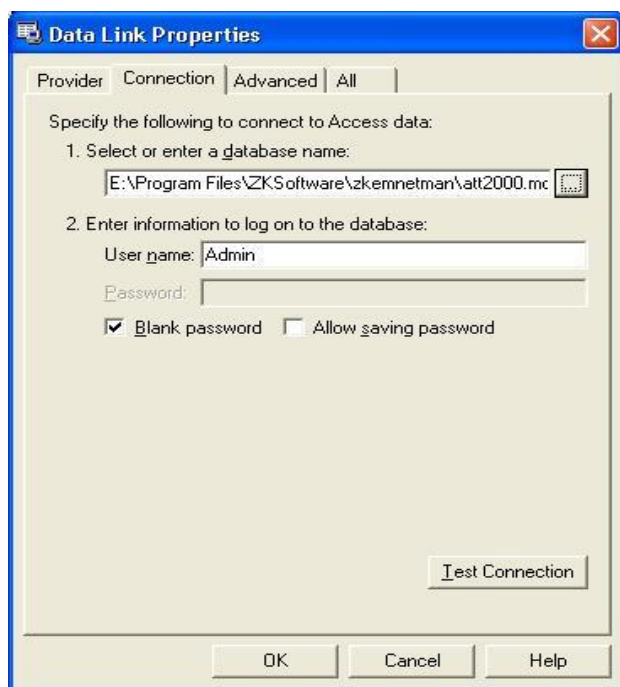
## 5.5 Set Database


### 1. Connecting Microsoft Access Database setup

(1) Provide program to select Microsoft Jet 4.0 OLE DB Provider;



(2) Click [Next] or [Connect] enter the following interface.



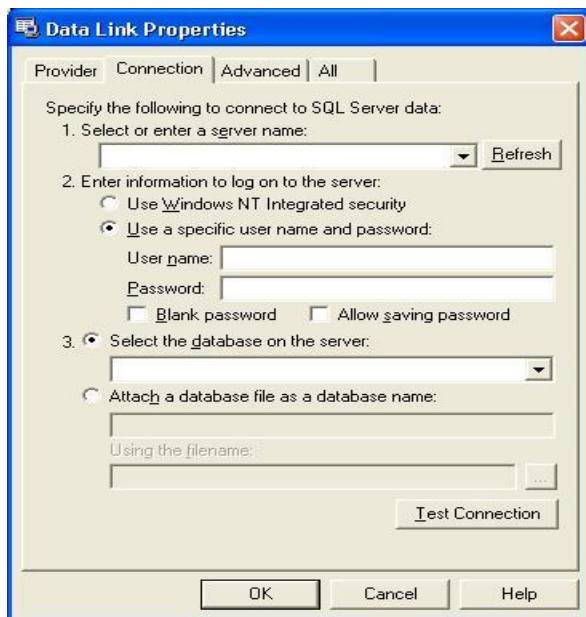
Click  button, Can select the database file, the default name is att200.mdb, according to real condition to renew setup of the database connection.

## 2. SQL Server Database Connecting Setup

First you should establish the empty database on the database server. You can find a script file with the name of sqlserver.sql in the directory of installing CD. The empty database is established in the front of the searcher of SQL Server, and then opens the sqlserver. Sql script files, to run database which is to create this software.

In the Provider Select Microsoft OLE DB Provider for SQL

Server, click [Next] or [Connect] to enter this following.



Confirm the server name for storing this database, information for logging on this serve, and the database name. After run test connection successfully Click [OK] button to complete settings

## 5.6 Set Password of Database

User who need to encrypt this software database can utilize the function encrypt the database, we strongly suggest user who uses access database encrypt the database in order to ensure security, Please distinctly keep in mind the password after set it.

## 5.7 System Options

Open [System Options] in the [Base Options], the following interface appears.

The screenshot shows a 'System setup' dialog box with a 'Automatic monitoring settings' tab. The 'Automatically monitor' section has a checked checkbox 'When program starts, activate automatic monitor'. Below it are input fields for 'Default device polling cycle (second)' (1), 'Keep the number of device' (30000, range 30000-120000), 'Times of reconnection due to failedure' (10, range 3-10), and 'Activate monitor in time zone' (E.g. '8:00-9:00;11:00-14:00'). There are also fields for 'Download log time' and 'Sync time' (both E.g. '8:00;9:00;14:00'). Three checkboxes are present: 'The system will use default privilege while it don't assign privilege for user.' (checked), 'After assigning privilege for user, along with uploading user the system upload User privilege.' (checked), and 'In downloading attendance records process, add the user when there is no local user' (unchecked). Below these are five rows of alarm settings: 'Anti-dismantle alarm', 'Unauthorized alarm', 'Duress alarm', 'Improperly closed door', and 'Open the door by accident', each with a text input field and a 'Set' button. At the bottom, there is a 'company name' field (company), a 'Set database connection' button, a checkbox 'When start-up Windows, start-up this program' (unchecked), and 'OK' and 'Cancel' buttons.

### When program starts, activate automatic monitor

If this option is selected, program start will enable automatic poll all devices that has been connected with. If this option is not selected,

program start will not enable poll.

**Default device polling cycle (second)**

During device continue poll, some fingerprint machines may disconnect temporarily due to various reasons. Here, you can modify device polling cycle in second (it is recommended to set to 120).

**Keep the number of device**

Device record number means user attendance records that are downloaded in every device. You can enter a record number. If actual record number exceeds the pre-set value, the software will clear all fingerprint records stored in fingerprint machine. For example, record number to store is set to 30000, when record number downloaded is 30001, all fingerprint records in fingerprint machine will be deleted and record number downloaded resets to 0.

**Times of reconnection due to failure:**

Count for continuous failure retry (it is recommended to set to 3) that is convenience to reconnect automatically under the condition of fingerprint machine recovers normal connection.。

**Activate monitor in time zone:**

Here, we can define one time period to run monitoring. If run uninterrupted polling, it will bring huge burthen to whole monitoring network. You can define one time period to run monitoring, in order to reduce burthen of monitoring network. Please pay attention to time format, such as 06:00-22:00.

**Download log time:**

Set the cycle to download operation log automatically.

**Sync time:**

You can define a time to synchronize time of all fingerprint machines that have been added into device. Please pay attention to time format,



such as 10:00

### **Set alarm sound:**

Set all kinds of alarm sounds. Click [Set] button browse to select the desired audio file, and then click [**Open**] to complete setting.

**The system will use default privilege while it don't assign privilege for user:** Tick the box to confirm.

**After assigning privilege for user, along with uploading user the system upload user privilege:** Tick the box to confirm.

**In downloading attendance records process, whether to add the user when there is no local user:** Tick the box to confirm.

**Company Name:** The unit name is used in the software.

### **Set Database connection:**

Click [**Set Database Connection**], will popup the window of the defined path database, please refer to [5.5 Set Database](#).

### **When start-up Windows, start-up this Program:**

After select this item, when the PC start, the program will run automatically, otherwise, when the PC start, the program will not run automatically.

## 6. Other Function

### 6.1 Start Monitor

You can click the [Start Monitor] button to start system polling and monitoring, and the button changes to [Stop].

When system is in the monitor status, the information about opening door and fingerprint verification will show on the list field.

### 6.2 Download Log

In the absence of monitor situation, in order to download the system records, you can right click the device, the operation menu appears. Click [Download Log], the dialog popup as below.



Select the device and click [OK] to finish the download process. If you select [After download Finish, Cancel device record], the

system will delete the device record when downloading complete.

In monitoring state, if you want to download the device record, click [Download Record] in [Base operate] menu, the system will download all connected devices' record to system.

### 6.3 Clear Log

If you want to clear the device record, please right click the device icon, and click [Clear log], the system will prompt the dialog as below.



Click [Yes (Y)] to clear the device records.

### 6.4 Sync Time

If the device time is not synchronizing with the system, please right click the device icon, and click [Sync Time] button.

### 6.5 Update Firmware

If the device has the older firmware, you can update the firmware by right click the device, and click the [Update Firmware] button. After updating, you need to restart the device. The prompt shown as

follow.



## 6.6 Restart Device

If you want to restart the device using the software, please right click the device icon, and click [Restart Device] button to restart it.

## 6.7 Property

Please right click the device, and click [Property] button in the prompt dialog. Enter the [Device Manage] interface, the specific operation please refer to [4. Device Management](#).

## 6.8 Stop Sound

After the system alarm has been triggered, right click the device, appears the operation menu, click the [Stop Sound] to stop the system sound and light alarm.

## 6.9 Record Query

In **Start/End Date** down drop menu, you can select the time

period to query, click [**Query**], the list field will show all users' come-in and go-out records within the time period. Each rank in the table has down drop condition for filtrate. If you want to do classify query, you can drag the head of rank to the table head area of query table, show as following.

Search Employee's Checking Record

Condition

Time

From 2010-07-27 00:00

To 2010-08-02 23:59

Search Export

Name

Num	Departm	ID	Date/Time	verifycoc	Clock-in/out	Devic	Machine Name
<No data to display>							

Click [**Export**] to output fingerprint records in various formats, such as Excel format, etc. this operation is similar to user management exporting.

## 7. Appendix

### 7.1 Common Operation

#### 1. The toolbar for datasheet operation:



The blue bar which locates line is current line in the datasheet. All operation for datasheet is performed on the current line. Only black button is operational, it can not operate when it is gray.

Click button, put it to corresponded operate.



: First, move from the current line to the first line.



: Previous, move from the current line to the previous line.



: Next, move from the current line to the next line.



: Last, move from the current line to the end line.



: Insert, add new record.



: Delete, cancel current record.



: Edit, enter edit status to modify record.



: Save, save the record to be edited.



: Cancel Edition, cancel modification for the record.

#### 2. Filtrate Data

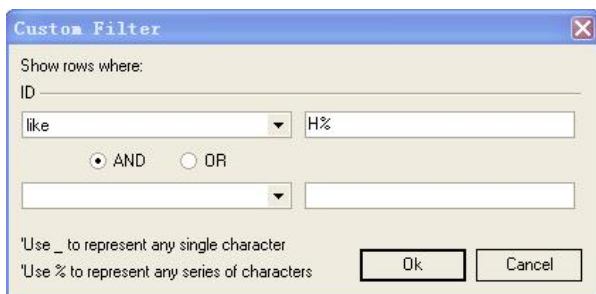
Filtrate data is that select the record which meet defined condition from the original table sheet, the current display window is

following, the operation flow of the filtration data's command.

(1) Click down drop menu of the data rank, appear following figure.

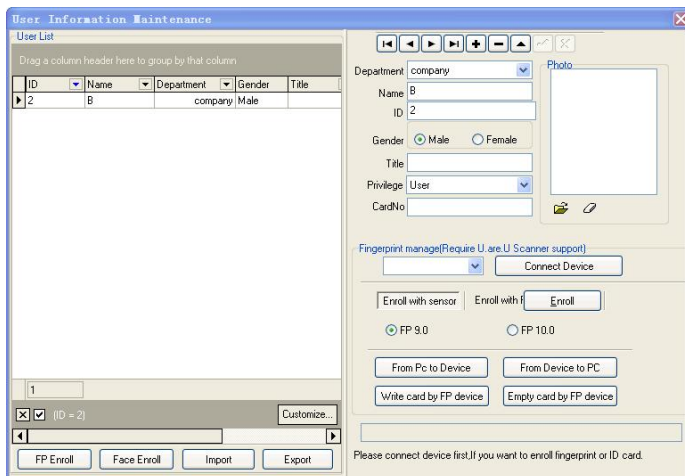
(2) Click [Custom Filter], appear following figure.

(3) Input condition, such as show all user who's surname is H, appear following figure.



**Notice:** % must be English symbol. Chinese symbol is rejecting to know.

(4) Click [OK], to show the result of filtration.



☒: Whether do use the filtrate condition.

☐: Cancel filtrate operation.

If you want to cancel current filtration result, display all record, click ☒ or ☐.

### 3. Record Group

According to a field or multi-field, you can group the record. If



you want to realize group that can draw the rank head to upper side empty part, as the following figure.

## 7.2 FP, FP device and Card User Guide

The system offer Fingerprint user, Card user, Card and fingerprint multi-user verification.

### 7.2.1 ID Card User

#### 1. Enroll ID card

There are two statuses to enroll ID card.

##### A. Only Own ID card User

It is suit the user who own the higher privilege or the too poor fingerprint to identify, reference [User Management] part of FP Reader user guide to enroll user, the enroll process is that: Add User → Input User Base Information → Connect to FP Reader with ID card

→ Wave Card → Save ID Number → Upload User Information.

### **B. User Verified by FP and Card**

It is optimized for the general user, user must enroll the card and fingerprint, there are two ways to verify for user, one is to present the card to identify, the other way is verification fingerprint after waving card near the properly place of the reader. The enroll process is that: Add User → Input User Basic Information → Connect to FP Reader with ID Card → Enroll Fingerprint → Wave Card → Save ID Number → Upload User fingerprint and Information.

### **2. ID Card User Verification**

There are two following verification models for ID card user.

#### **A. Only verification ID card**

User only need to wave the registered ID card near to the front of the reader or place the finger on the sensor to match for verification, this verification way is applied to the low security requirement area, but it is easy to use, it is optimized for the officer site which own the high public security system, reference [Verification] part of FP Reader user manual to enroll user, the set process is that: Open [Equipment Manage] → Select to be [Verification] → Click [Verification] → [Read Options] → Remark on [Verification ID Card] item to [Yes] → [Apply Options].

**Notice:** There are only [Only verify ID card] and [Only 1:1 verify] to suit ID card setup in the verification option, the [Register Mifare card only] is just used for Mifare user. When you set to verify ID card, the [Only 1:1 verify] must be remarked as [NO], the [Register Mifare card only] is set to read the default.

#### **B. Only 1:1 verify**

User must to wave the card near the front of the reader before

place the finger on the sensor to verify until it is positive answer. This verification way is applied to the higher security requirement area. It is optimized for a lot of user site, the set process is that: Open **[Equipment Manage]** → Click **[Verification]** → **[Read Options]** → Remark on **[Only verify ID card]** item and **[Only 1:1 verify]** item to **[Yes]** → **[Apply Options]**.

We suggest adopt this verification method when the device store fingerprint up 500, because the more fingerprint there are, the more slowly is device matching speed, the FAR (False Acceptance Rate) will be much more, the Only verify ID card can speed up to identify and keep away fingerprint false acceptance.

## 7.2.2 Mifare Card User

### 1. Enroll Mifare Card

Please reference **[User Manage]** part of FP Reader user guide to enroll user, the enroll process is that: Add User→ Input User Base Information → Connect to Fingerprint Reader with Mifare Card→ Use UareU Sensor or FP Reader to enroll fingerprint → Write Card via Fingerprint Reader → Wave Card → Write Card Successfully,

The fingerprint can store in the Mifare card, the result and efficacy of to wave a card is same as to place finger to identify. Select device with Mifare is optimal option for user.

### 2. Mifare Card Verification Model

There are following verification modal for Mifare card user.

#### A. Only verify Mifare Card

The same as ID card, it only need to present the card for passing verification, in order strengthen security of the application in the normal condition the item is set as **[NO]**, so and must place the

finger to identify after to present a card to verify .

### **B. Only Verify 1:1**

The same as ID card, first must present card and then place the finger on the sensor, if don't present the card, the finger will be reject to accept fingerprint.

#### **Register Mifare card only:**

This item set as [Yes], the User ID of Mifare must be store in the reader, otherwise it is fail to pass, if this item set as [NO], it is no need to store user ID in the reader to performance the match.

**Fingerprint Card user Table:**

Only verify ID Card	Only verify 1:1	User type	Note
Y	Y	Only Card	Only support Card
Y	NO	Card or Fingerprint	Support Card or Fingerprint
NO	Y	Card+Fingerprint	Only support to fingerprint match after to present card
NO	N	Card+Fingerprint or Fingerprint Only	After to present the card to press finger or only to match fingerprint

**Suggest Select Setup Type:**

<b>Version</b>	<b>Name</b>	<b>Only verify ID Card</b>	<b>Only verify 1:1</b>	<b>Note</b>
Standard	Standard Fingerprint Reader	NO	NO	Card + fingerprint or Fingerprint Only
Build In ID	Build in ID Fingerprint Reader	NO	Y	Card+Fingerprint
	Build in ID Fingerprint Reader	NO	Y	Card+Fingerprint
Build in Mifare	Build in IC Fingerprint reader	NO	Y	Card+Fingerprint