

BIOSTREAM User's Manual

Contents

1. Notice for use.....	2
1.1 Operational Flow Chart.....	2
1.2 Recommended finger.....	2
1.3 The way of pressing a fingerprint.....	2
2. Fingerprint Access controller menu.....	3
3. Fundamental concepts.....	3
3.1 Registration of Users.....	4
3.2 Verification of user.....	4
3.3 User's ID Number.....	4
3.4 Door Manage.....	4
3.5 Initialization Interface.....	4
4. User Manager.....	4
4.1 New User.....	4
4.2 Edit User.....	8
4.3 View User.....	13
4.4 Del User.....	13
4.5 Del All User.....	14
5 Communication.....	14
6 USB Disk.....	14
7 Access Control.....	16
8 System.....	17
8.1 Time set.....	18
8.2 System set.....	18
8.3 Record set.....	19
9 Record.....	19
9.1 View Record.....	20
9.2 Find Record.....	20
9.3 Clear Record.....	21
10. Log.....	21
11. Information.....	22
12 Maintenance.....	23
12.1 Clean.....	29
12.2 Clean keyboard and LCD screen.....	29
12.3 Clean Lens.....	29

1. Notice for Use

First, thanks for using the fingerprint time attendance access controller, please read the manual carefully before using to avoid unnecessary damage.

Don't put the devices under strong direct light places, strong light can disturb collect fingerprint obviously, this will result in verification can't be passed. Don't use the device on holiday as much as possible, the working temperature is $-10^{\circ}\text{C}\sim 55^{\circ}\text{C}$. The device will make heat, if you use it outside long time, it will influence the device to work, maybe become response slow, verification rate low. If it must be used outside, it's better to use sunshade and heat dissipation devices.

1.1 Operational Flow Chart

Set the fingerprint access controller, and then operate the fingerprint registration and contrast.

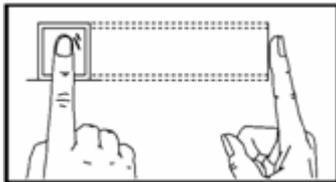


1.2 Recommended finger

Recommended finger: Forefinger, middle finger or the fourth finger, avoid using the thumb and little finger (because they are not flexible when press the collecting window).

1.3 The way of pressing a fingerprint

1) The correct way of pressing a fingerprint:

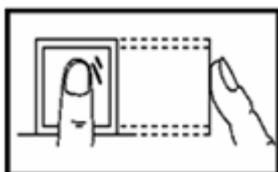


Press the finger flat on the collecting window

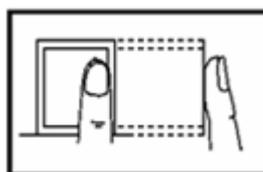
The center of the finger should be at the center of the window

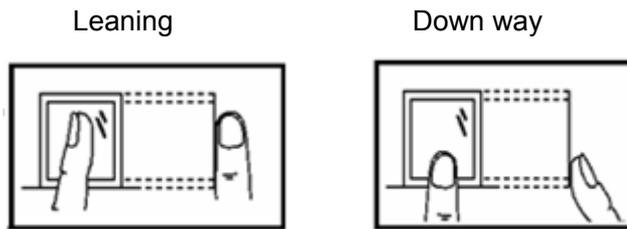
2) A few incorrect ways of pressing

Perpendicular



Side way





Note: please use the correct method to press. Our company does not bear the result of reducing identifying ability due to the inappropriate operation of the users. Our company retains the right to explain and modify this.

2. Fingerprint Access controller menu

3. Fundamental concepts

3.1 Registration of Users

Registration is the process to create an ID number for the customer and then scan their fingerprint two times to form a characteristic number. This characteristic number will be stored in the storage chip as a formwork. Through comparing the pre-stored formwork with the scanned fingerprint, the identity of the user can be confirmed. A pre-registered user can “check in” at certain attendance recording device locations, the process will take around 2 seconds. The same ID number can register for up to 10 different fingerprints, so that users can have more selections for verification. Theoretically each finger of each hand should be registered. Then when a finger of the user is injured, he/she can use the other healthy fingers to finish checking in. Generally two fingers are recommended, so that the user can use any of the two fingers to verify. This helps to avoid the situation when he/she forget which finger was registered.

3.2 Verification of user

When the user presses the fingerprint on the collecting device or types in an ID number and then types in the password or the fingerprint, this process is called verification. The system will send the information on whether the verification is successful or not. The successful comparison will be stored in the device.

3.3 User's ID Number (Registration Number)

The users will be given an ID number when they start registering. When they verify their fingerprints, this number will be used to relate the characteristic of the fingerprint formwork or the password. The ID number is typed in by using the number key board.

3.4 Door Manage

BIOSTREAM fingerprint time attendance has 15 level door manage, users can choose one of them, the period of time settled by level decides the open door time.

3.5 Initialization Interface

After connecting power to the equipment, press on-power to turn on the equipment, the first interface that we will see on screen is the initialization interface.

4. User Manager

The first chapter will introduce how to manage users in the time attendance, including:

- New User
- Edit User
- View User
- Del User
- Del All User

Note: When register a new user, you can choose register to be a manager or a user. In order to security the device, the fingerprint time access controller offers to set manager to avoid unauthorized users changing device data.

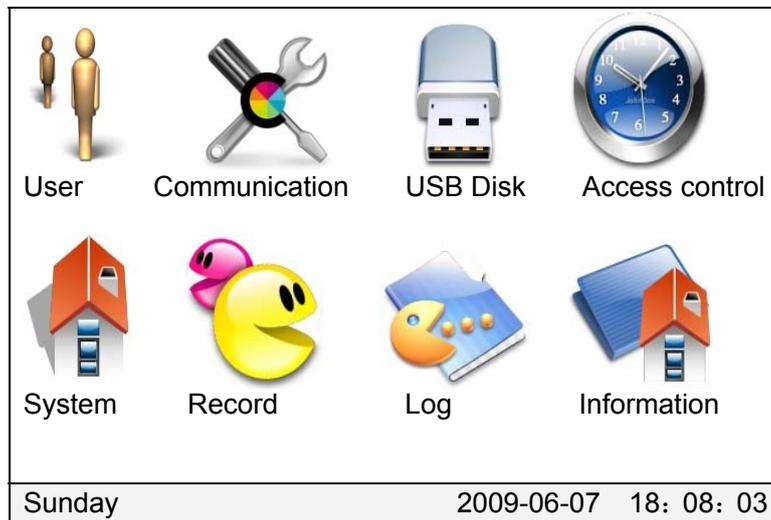
4.1 New User

If there isn't registration administrator, anyone can register users, but if there is, it must be the administrator to verify that can register new users.

Starting register user, you must verify your ID----press "OK", press your fingerprint or punch card, or input user name and password, then verify.

Note: If there isn't registration administrator, you don't need verify.

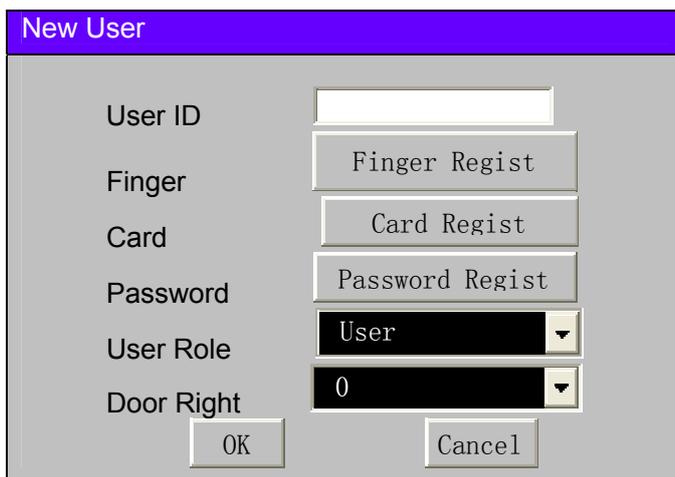
After verified, enter into the following menu:



Choose "User", press "OK", it will show:

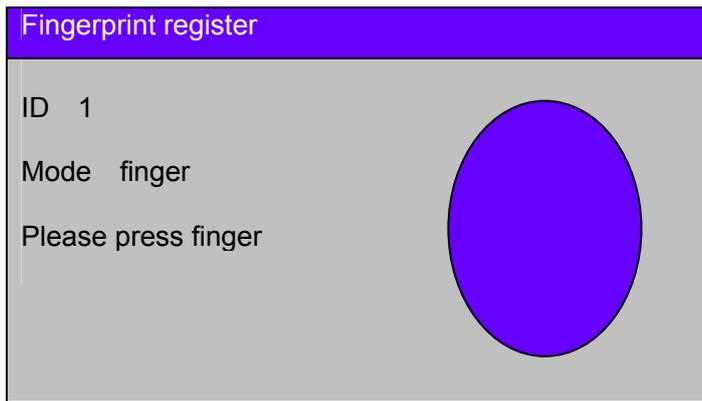


Then the background of “New User” will become New User, press OK to add new user:



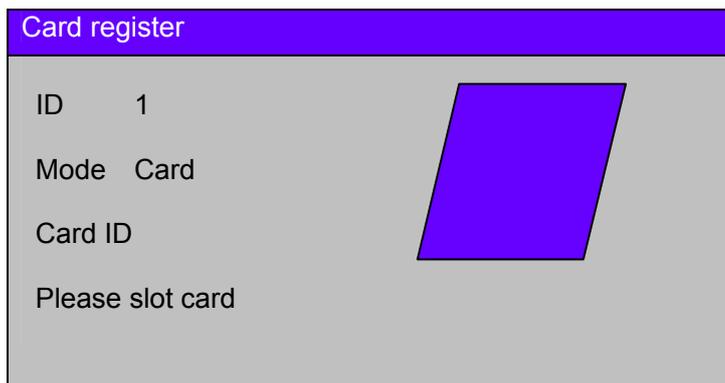
User ID: Input user number you want to register in User ID, 6 numbers. (The number is in between 1-999999, corresponding employee No. in software).

Finger: Input user ID, press ▼ and choose “Finger Register” it will display Finger Register, it means that you choose finger register. Press OK, enter into the finger register interface:



Follow the instruction to press the same finger twice. If the registration is successful, it will display "Success" and show "√"

ID Card: If choose card registration, press ▼ and choose "ID Card", it will display **Card Register**, press OK, enter into the card register interface:



Put the proximity card on number keyboard of fingerprint, LCD screen will display card number of proximity card, if the registration is successful, it will prompt card registration is success and show "√"

Password: If choose the password to register, press ▼ and choose "Password" it will display **Password Register**, press OK enter into the password register interface:



Input password in "Please enter password" (the password length is 1-6, and the number is in between 1-999999), enter the password again in "Please enter again". Press * to delete if press

wrong number. Press OK after setting password, if it's successful it will be back to "Password Register" interface and write "√"

Note: When adding user, in order to add successfully you must choose one verification type.

User Role: It has two type users: Admin and user. Press ▼ and choose one of them, and you will see the user role change to blue, press * choose admin or user which you want to register.

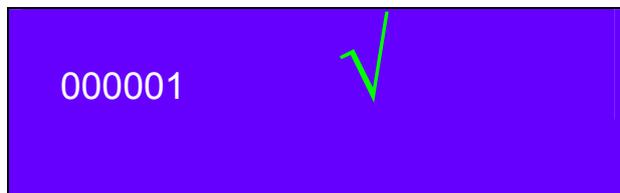
Door Right: It's to set the access level for users. It has 0-16 levels, 0 means user can access anytime, no access control; 16 means the user can't access anytime, no right to open door. 1-15 is corresponding with software access level 1-15 level, 1 is to access level 1, the rest can be done in the same manner.

Press ▼ and choose one of level, the door right column will change to blue, press * choose the door right level.

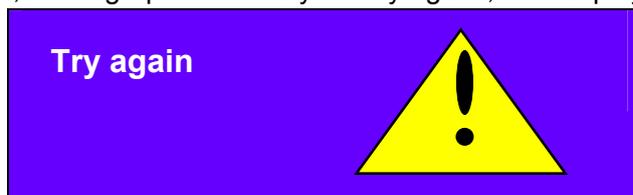
After finishing press OK and save it, the new user is successful.

After adding successfully, you can verify the registration type for user' setting.

If the registration type is finger register, press fingerprint on initializing interface, if verify successfully, you can hear "Thank you", and the screen will display:



If verify fail, the fingerprint will tell you "Try again:", and display:



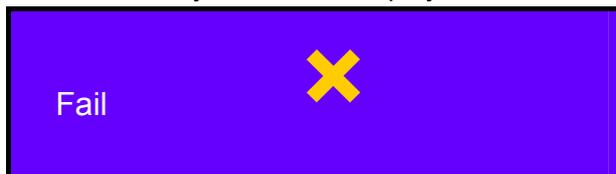
Then back to initializing interface in a very long time.

If the registration type is password register, pressing number keys in the initializing interface to input user ID, screen will display:

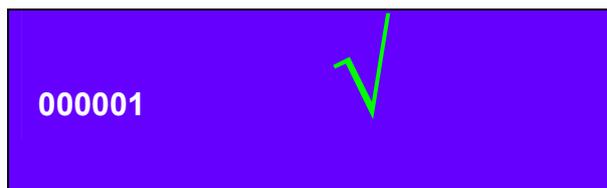
Input your user ID and password, press OK, if verify successfully, it will show:



If verify fail, the device will tell you fail, and display:



If it's registered by card, brush card at keyboard area in the initializing interface, it will prompt "Thank you" if verify successfully, and display:



4.2 Edit User

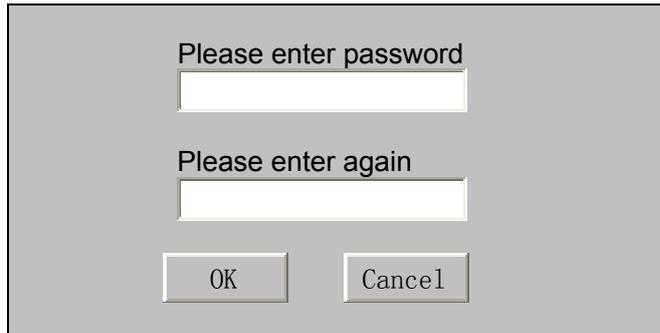
Choose "Edit User" in the user manager interface, press OK, it will display "Please input User ID" interface:

Input the user Id you want to edit, enter into the edit user interface.

In the edit user interface, you can register user password, card, fingerprint or change or delete; edit user role, door right. Press ▲ ▼ to choose one which you need edit, the chosen one will display blue background and white letter.

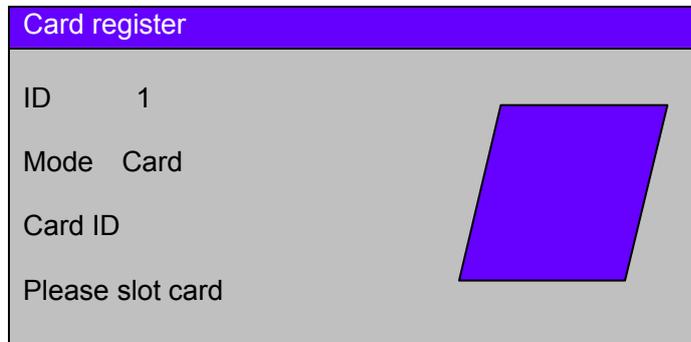
PW: If users set password when registering, it will display “* * * * *” behind “PW”, press ▼ to choose “* * * * *”, press OK to enter into the edit password interface,

Input old password, and make a new password, then press OK and save. If no password when registering, you can set password for users. Choose “Register” in “PW”, press OK enter into password registration interface.



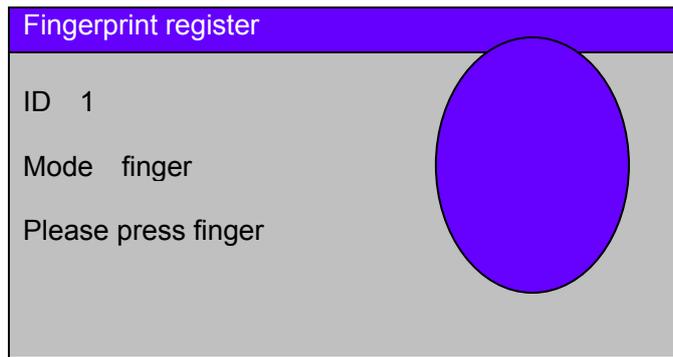
Input password, press OK to save after setting.

Card: If user register card when registering, it will display the card no. behind the “Card”, if it must be edited, press ▼ choose the card No. behind “ Card”, press OK, then enter into card register interface:

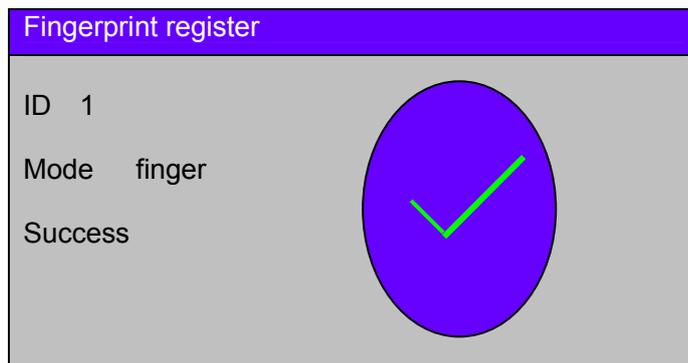


Put the card to keyboard area to register, if success it will tell you “Card register success”, if not choosing card register when users registering, you can register card now, the method is with above.

Fingerprint: A user can register at most 10 fingerprints, if register fingerprint when users registration, then you can delete it or register other fingerprint. Press ▼ choose “Register” behind “Fingerprint”, press OK enter into fingerprint register interface:



Press twice with the same finger continuously on the fingerprint reader, if success it will display:



Del F, Del C: Delete fingerprint, card for the registered users. Press ▲/▼ choose “Del F” or “Del C”, press OK,



Press OK to delete, and ESE to cancel. The interface will be back to “User Info” after pressing OK to delete, and you will see “Del F” or “Del C” changed to **Del F Del C**.

Role: Press ▼ choose this column to change role of users which were registered.

Door Right: Press ▼ choose this one to edit door right.

Creat: It's the creat time to edit current edited users.

End Time: It's the validity of users' information, it sets which time the users' information is valid, go beyond this time the information is invalid. The invalid information can't operate the device. If no validity time, the users' information is valid forever.

Press ▼ to choose “End Time”, then press * you will see “Enable” is ticked

A dialog box titled "Input User Id" with a grey background and a purple header. It contains the text "Please input User Id" above a white text input field. Below the input field are two buttons: "ok" and "Cancel".

Input the user Id that you want to view, the you can view all information about the user:

A dialog box titled "User Info" with a grey background and a purple header. It displays user information in a grid-like layout:

- ID: 5
- Name: [empty field]
- PW: * * * * *
- Card: 0004300046
- Fingerprint: 1 template
- Role: User (dropdown menu)
- Door Right: 0 (dropdown menu)
- Creat: 2009-6-7 18: 10: 10
- End: [empty field]

 At the bottom center is a blue "ok" button.

Press OK or ESC back to the User Info interface.

4.4 Del User

Choose Del User in the User Manager interface, press OK then you will see:

A dialog box titled "Del User" with a grey background and a purple header. It contains the text "Please input User Id!" above a white text input field. Below the input field are two buttons: "ok" and "Cancel".

Input the user Id that you want to delete, press OK, and then it will display:

A dialog box titled "DELETE" with a grey background and a purple header. It contains the text "Delete now?" above two buttons: "Yes" and "No".

Press OK to delete the user.

4.5 Del All User

Press ▼ to choose “Del All User”, press OK then you can delete all users in the device.

5. Communication

Press ▼ in the menu interface to choose “Communication”, press OK to enter into Net Set interface:

Device ID: It's the device No., it's in between 1-255.

IP: It's the IP of fingerprint time attendance access controller and computer communication, it's default is 192.168.001.033, you can changed it according to your requirement.

Subnet: Default subnet is 255.255.255.000, and can be changed.

Port: It's the port No. which is communicate with computer, default value is 5005, and can be changed

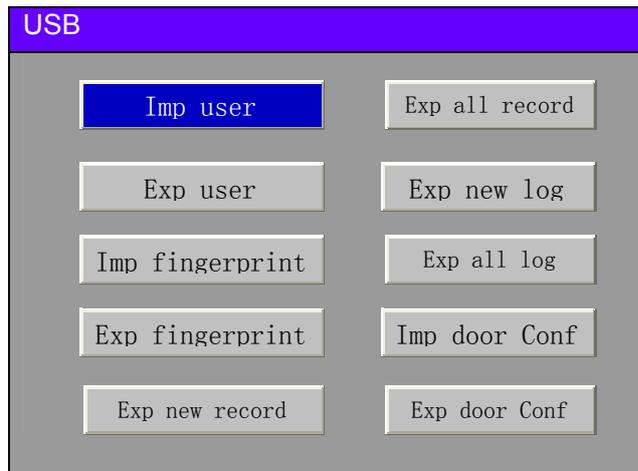
Password: The password for communication between fingerprint time attendance access controller and computer, default is 1234, can be changed.

Baud rate: Communicating with computer, has five choices: 9600、19200、38400、57600、115200, press * to choose.

Press OK to save after setting, press ESE to cancel and back the menu interface.

6. USB Disk

When you need U disk to export, input the U disk to USB slot, choose USB Disk in menu interface, press OK then enter into USB interface. You can import user, export all users, import fingerprint, export fingerprint, export new record, export new log, export all log, import door configuration, export door configuration and do on in this interface, as following:



Imp user: You should copy the USER.BAK to U disk, insert the U disk to device's USB slot, enter into USB manager, choose Imp user, press OK, upload users' information saved in U disk to fingerprint device.

Exp user: Insert U disk to USB slot, enter into USB manager, press ▼ choose Exp user, press OK to download users' information. After finishing, press ESC back to menu interface, take out the U disk, the USER.BAK will be saved in U disk.(Note: If operate successfully it will prompt export successfully, if fail, please check whether insert U disk).

Imp fingerprint: Insert U disk to USB slot, enter into USB manager, press ▼ to choose Imp fingerprint, press OK, upload the users' fingerprint saved in U disk to fingerprint attendance.

Exp fingerprint: Insert U disk to USB slot, enter into USB manager, press OK, download the fingerprint saved in fingerprint attendance to U disk. After it's done, press ESC back to menu interface, take out U disk, the USERF.BAK will be saved in U disk.

Exp new record: Insert U disk to USB slot, enter into USB manager, choose Exp new record, press OK to download new record. After it's done, press ESC back to menu interface, take out U disk, NAR. BAK(new record of attendance and access) will be saved in U disk.

Exp all record: Insert U disk to USB slot, enter into USB manager, choose Exp all record, press OK to download all record of fingerprint attendance. After it's done, press ESC back to menu interface, take out U disk, AAR. BAK (all record of attendance and access) will be saved in U disk.

Exp new log: Insert U disk to USB slot, enter into USB manager, choose Exp new log, press OK to download new log of fingerprint attendance. After it's done, press ESC back to menu interface, take out U disk, NMR. BAK will be saved in U disk.

Exp all log: Insert U disk to USB slot, enter into USB manager, choose Exp all log, press OK to download all log of fingerprint attendance. After it's done, press ESC back to menu interface, take out U disk, AMR. BAK will be saved in U disk.

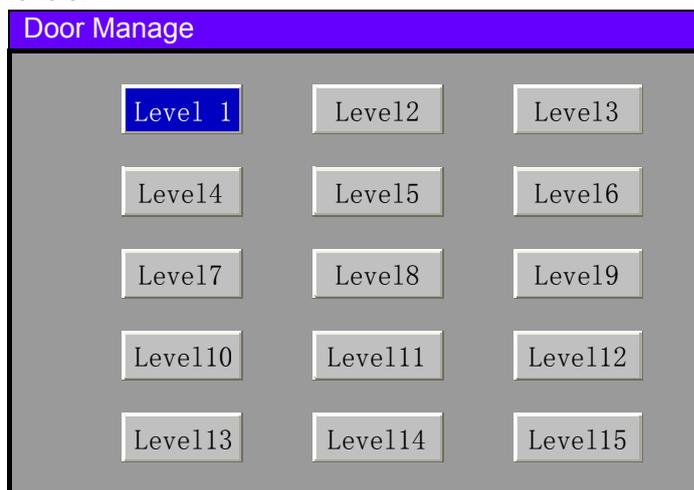
Imp door conf: First you should copy DOOR.BAK to U disk, insert U disk to USB slot, enter into USB manager, choose Imp door conf, upload door configuration information saved in U disk to fingerprint attendance.

Exp door conf: Insert U disk to USB slot, enter into USB manager, choose Exp door conf, press OK to download the door configuration information of fingerprint attendance. After it's done, press ESC back to menu interface, take out U disk, DOOR. bAK will be saved in U disk.

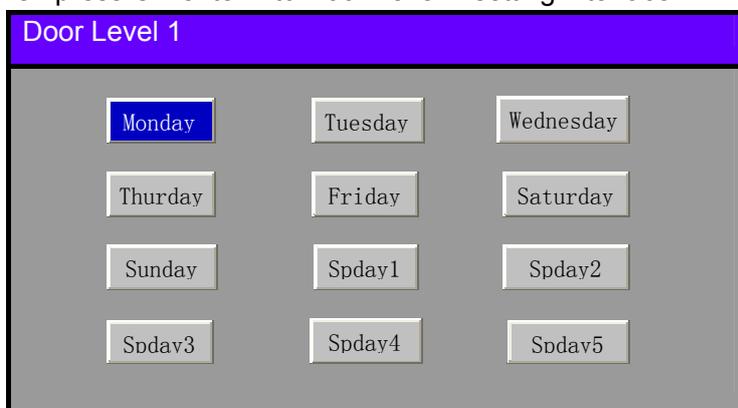
7. Access Control

Access Control is to set access time period and level for users. BIOSTREAM offers 15 levels, each level can set from Monday to Sunday and 5 special days. Each day includes four periods, that is period 1, period 2, period 3 and period 4. Each period is the valid period of 24 hours in each day. According to 24 hours each period can be exactly to minutes. If the end time is the begin time(00:00-00:00) it means forbid whole day, if the end time is above the begin time (00: 00-23: 59), it means it's valid in this time. Valid period for access: access whole day(00: 00-23: 59) or the end time in period is above the begin time. Users can set each period according to actual need. For example: you can set Saturday and Sunday can't access, work time from Monday to Friday can access. Let's take set level 1 as a example, other levels operation is the same with level 1. Operation steps as following:

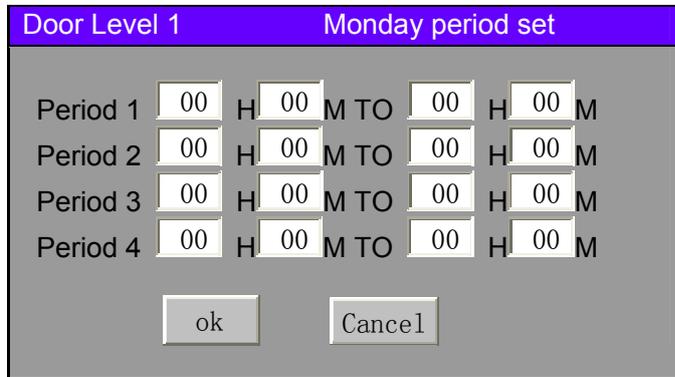
Choose Door Right in the menu interface, press OK and enter into the Door Manage interface, it will display 15 levels:



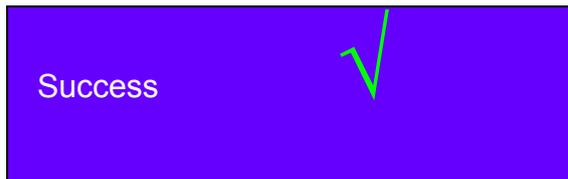
Press Level 1 then press OK enter into Door Level 1 setting interface:



Choose Monday, press OK enter into Monday period set interface:



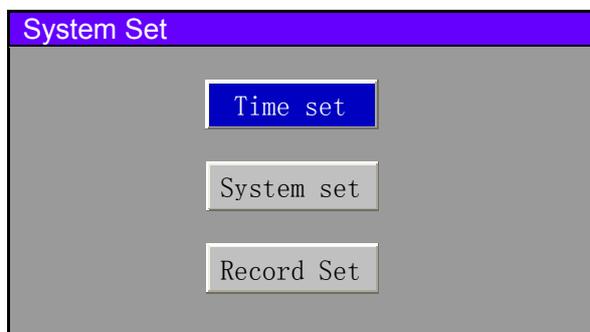
Pressing the No. key to input time, delete it with * if input wrongly, press OK to save it after setting, if set successfully it will prompt:



Special day setting. The special day setting has "Date" setting, but Monday setting not. Choose Spday1, press OK enter into Spday setting interface. Input the date of special day in "Date", other period setting is the same with week setting.

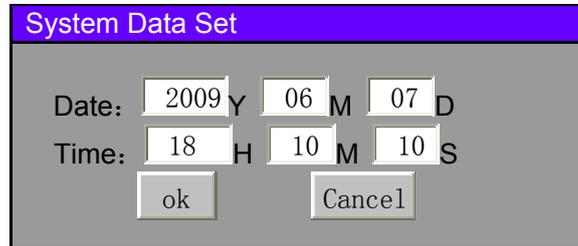
8 System

System set includes time set, system set and record set. Choose System in menu interface press OK to enter into system set interface:



8.1 Time set

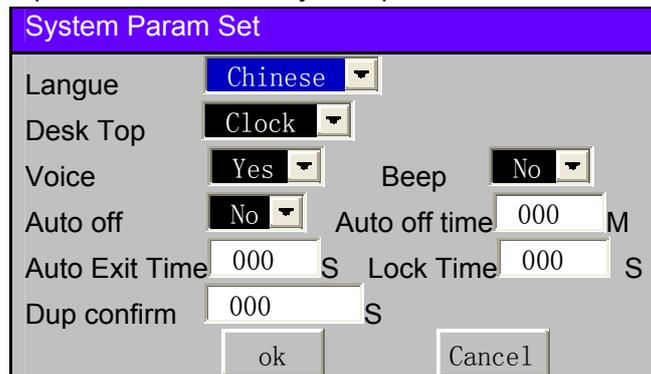
Set the current date and time displayed in fingerprint device screen. Chose time set, press OK enter into set time interface:



Input current date in date column, input the current time in time column, press * to change the wrong time which is input. Press OK then save it.

8.2 System set

Choose system set, press OK enter into system parameter set interface:



Langue: Set the display langue in fingerprint time attendance. You can choose Chinese or English. If you choose Chinese it will display Chinese, press * to choose Chinese or English.

Desk Top: You can choose picture or clock for attendance desk. Press * to choose picture or clock.

Voice: You can choose voice prompt or no voice prompt. Press * to choose voice “Yes” or “No”. “Yes” is have voice prompt in attendance, “No” is no voice.

Beep: You can choose open or close beep. Press * to choose “Yes” or “No, choose “Yes”, there will be a beep in device, choose “No” then no voice.

Auto off: Close fingerprint attendance in designated time. Press * to choose auto off” Yes” or “No” set.

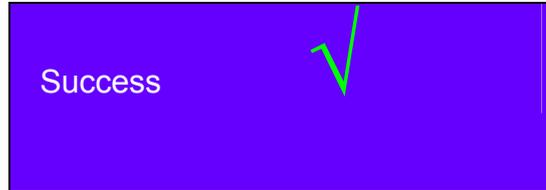
Auto off time: The auto of time is between 1-255 minutes, input “0” then no auto off time function.

Auto Exit Time: The time is between 1-255 seconds. For example: If you set time is 5 seconds, after staying 5 seconds in a interface the attendance will be back to main menu. If the set time is 0, then it will not auto back to menu interface but stay at the operation interface always, and need manually operate back to menu interface.

Lock time: It's the time length that after verify fingerprint, the unit is second, and value range is 1-255; for example if the lock time is "0", then the fingerprint attendance just to be used for attendance.

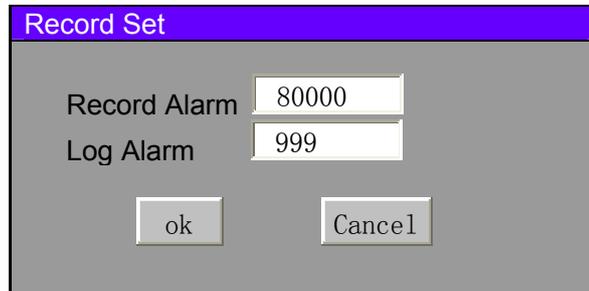
Dup Confirm: In duplicate time, though users sign in many times just keep one record.

Press OK after all parameter set well, then it will display:



8.3 Record Set

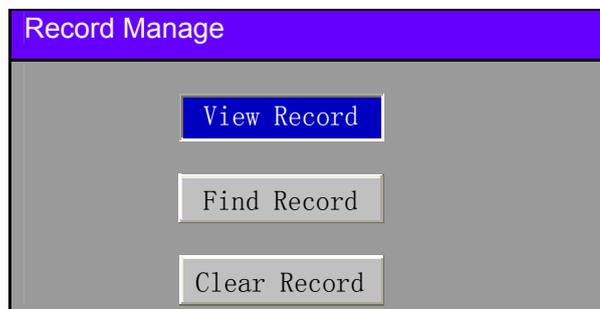
Choose record set, press OK and enter into record set interface:



The most record template of fingerprint attendance is 80000, 1,000 records per day. For example: The record alarm is set 75000 template, then when the records in fingerprint attendance is 75000, the fingerprint attendance will alarm, at this time you have to collect data from fingerprint attendance as soon as possible.

9 Record

Record includes view record, find record and clear record. Choose Record in menu interface, press OK enter into record manage interface, as following:



9.1 View Record

View Record records users' detail information of attendance and access in fingerprint attendance. It can view ID, User Id, name, time and mode. Choose view record, press OK, it will display data loading, after it finish, it will enter into the records view interface:

Records View				
ID	UserId	Name	Time	Mode
000001	000001		09/0607 18: 10	F
000002	000001		09/06/08 08: 30	C
000003	000006		09/06/08 08: 30	PW
Page Up		Page Down		1/2

ID: It's sequence number, listed in order by time. The earliest record is 000001, and so on.

User Id: User' s ID.

Name: User's name. The name can be registered in software, after that it will be displayed in fingerprint attendance.

Time: User's attendance time in fingerprint attendance.

Mode: User's attendance mode.

Press ▲/▼ to choose next page, press OK to view next page. Press OK to view previous page.

9.2 Find record

Through Find record you can find user's attendance record quickly. Choose find record, press OK and enter into the Input User Id interface:

Input User Id

Please input User Id!

ok

Cancel

Input the User Id that you want to find, press OK, after data is loaded, it will transfer to user's record interface.

9.3 Clear Record

Choose Clear Record, press OK and enter into DELETE interface:



Press OK if you make sure to delete, press ESE to cancel delete record.

10.Log

Log keeps all operation in fingerprint attendance. Choose log in menu interface, press OK and enter into Log Manager interface:

Log Manager				
ID	Admin	Type	Content	Time
0001	999999	Log		09/06/04 14: 40
0002	999999	New	000002	09/06/04 14: 45
0003	999999	New	000003	09/06/04 14: 47
0004	999999	New	000004	09/06/04 14: 50
0005	000001	New		09/06/04 14: 52
0006	000001	Delete	000002	09/06/04 14: 55
0007	000001	New	000006	09/06/04 14: 56
0008	000001	Update	000004	09/06/04 14: 57
Page Up Page Down Find Clear				1/2

ID: Log's sequence number, listed by time order.

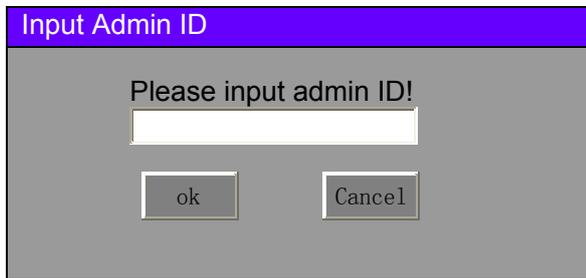
Admin: Administrator Id operating in fingerprint attendance, if no administrator set in attendance, then it will display 999999 in admin.

Type: Administrator operating mode in attendance.

Content: The user's ID that administrator operates. When administrator verify in attendance and enter into attendance interface to operate, the type is "log", and content is blank.

Time: The time that administrator is operating in attendance.

Page UP, Page Down: Press to choose "Page Up" "Page Down", and then press OK to switch between page up and down.



Input the Admin Id that you want to find, press OK, it will display the log record that admin operates in the attendance.

For example: Input Admin Id 000008, press OK, it will display 000008 admin Id's operation log. The Id is 000008 admin's log record sequence number that is operated in the fingerprint attendance, but not all admins.

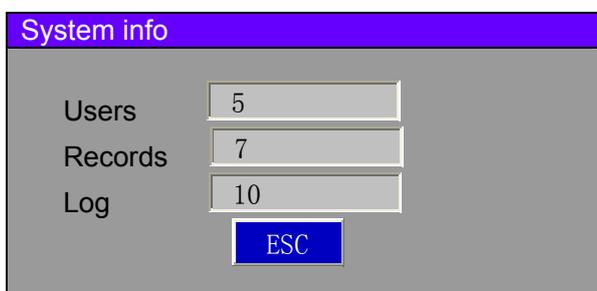
Delete: Choose delete you will delete all logs. Choose delete press OK it will show the following interface:



Press Ok to delete log. Through find way you can view an admin's operation log, choose delete you can just delete an admin's log.

11. Information

You can view all information saved in attendance in information, including users, records and log. Choose system in menu interface, and then press Ok enter into the system info interface:



At this way you can view users, records and log saved in attendance. Press OK back to menu interface.

12 Maintenance

12.1 Clean

Sometimes, lianr, keyboard and display window should be cleaned. Because of different external environment, we can't give you a exact clean time, but maybe the following guide will be useful for you:

Picture 10-1 Maintenance Introduction

Item	Clean
Keyboard and display window	It they are to dirty to see clearly, then need cleaned. The following introduction for your reference.
Lianr	Don't clean too much, lens can work better in oil environment. If lens is covered or affect verify then need clear. Please refer to the following introduction.

12.2 Clean keyboard and LCD Screen

In the shutdown state, use wet wipes or other neutral cleaning detergent to clean keyboard and LCD screen, and then dry them.

12.3 Clean Lianr

Clean lianr, please follow the following advice:

- (1) If dusty or gravel, blow up the dirt on lens.
- (2) Using self-adhesive plasters to clean the display window.

Warning: Don't use water and other cleaner to clean, it maybe damage the lens.

- (3) Using fine without flocky cloth to clean. Be careful, don't scratch the lens. If there is flocky on lens, blow it up after the lens dried.

Chinatek Inc.

Room102,Bld2,Xincun Road1759,Putuo District, Shanghai City,P.R.China 200333

Email: sales@tekchina.cn

Tel: 86-21-6260-7986

Fax: 86-21-6260-7928