T2 User Manual

Contents

1. Before use

Read through this manual before operating this machine.

Must know

Firstly installing fingerprint machine well, then the fingerprint enrollment and identification will be taken.

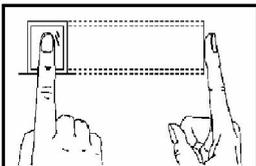Enrollment   Installation   Identification

Enrollment   Installation   Identification

Enroll a finger

Use the index finger, middle finger or ring finger, but not the thumb and little finger (because they are usually clumsy when pushing on the sensor window).
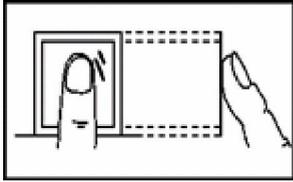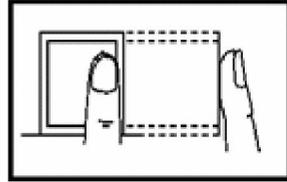
How to place the finger:

1) The correct way:

Place a finger flatware on the sensor surface
Place it to the center of the sensor surface

2) The wrong ways:

Vertical

Offset

Inclined
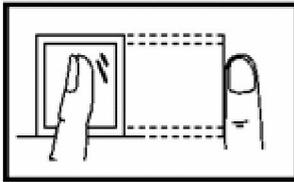
Lower
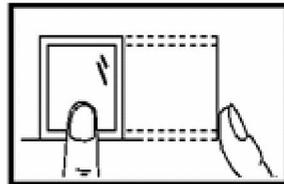
Components

Component name	USB cable	Switch power	Universal Adaptor plug	Backup battery
Quantity	1	1	1	1

About Use

The recommended steps:

Step 1: install the machine completely and power on.

Step 2: enroll the administrator and users. That is to enroll fingerprints, passwords, ID cards or Mifare cards.

Step 3: user identification. Confirm whether the enrolled fingerprints,

passwords, ID cards or Mifare cards are available.

Step 4: user attendance

Step 5: connect with PC and use the corresponding attendance software to download data etc.

Step 6: Set attendance rules, query attendances and print reports in attendance software.

Introduction

The product is developed for low-lost, practical function and easy use. It uses the keypad to realize functions. Since its convenient operations, fashionable performance, desktop-seated design, lightweight and flexibility, it is really a good choice for user attendance.
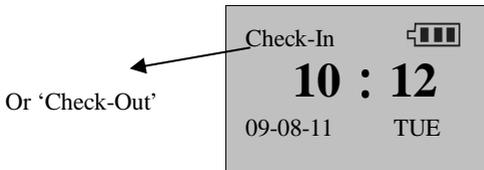
Panel

LED indicator: it displays green during normal work, and it displays red when the authentication is failed.

Keypad: It includes the digit keys, power key, ESC key, OK key, and six function keys of Enroll FP, PW/Card, Del User, Time Set, IN, OUT. As below shown:
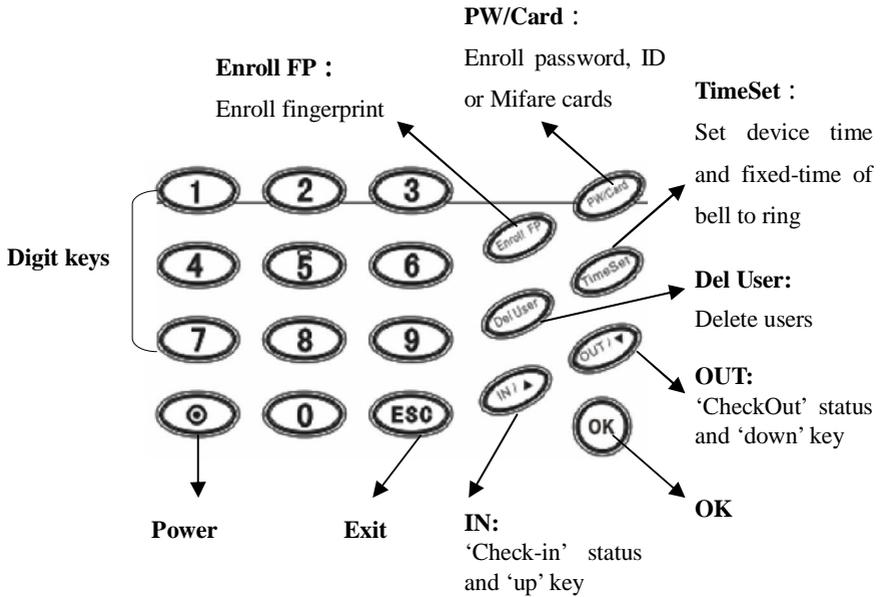
Original window

After power on, the original window is as below shown:

2. Enrollment and Identification

For the first time to use the device, no administrator at this moment, press the function key to enroll the administrator and users. Only one administrator can be enrolled in the system, the number is 8888. Firstly enrolling the administrator is recommended. If the administrator is enrolled in the device, only users can be enrolled.

If there is no administrator, users can be enrolled by anyone. If there is an enrolled administrator, users can't be enrolled until passing the administration identification.

Two enrollment modes of fingerprint, password are applied to people groups with different fingerprint quality individually. Fingerprint enrollment is applied to the people group with good fingerprint quality, and most people are in this group. Fingerprint enrollment as well as password enrollment is applied to the people group who can enroll easily but authenticate difficultly, and a small part of people are in this group. Password enrollment is applied to the people group who can't enroll fingerprints successfully, and about 1% percent of people are in this group, maybe a little change in the actual use.

Before enrolling users, if there is an enrolled administrator, you must authenticate the administrator status, Firstly press 'Enroll' key, then the device displays 'Administrator affirm', at last press the fingerprint or password of administrator to authenticate.

Note: if no administrator is enrolled, you don't need the administrator authentication.

2.1 Fingerprint Enrollment

1) In the original window, press 'Enroll FP' key to pop up the window as follows:

```
Enroll FP
      New Enroll?

ESC              OK
```
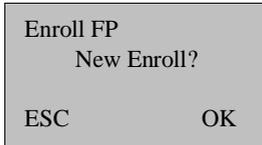
2　Press OK key to continue to display the window as follows:
Note: The ID number is 5 bits. If your ID number is less than 5 bits, system will add 0 at the front of the digit automatically. For example: the ID number is 1, the machine will display it as 00001.

```
          New Enroll

      User ID     00001
ESC                  OK
```
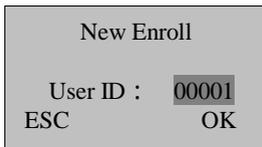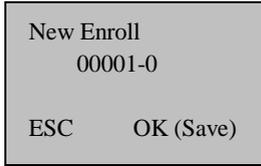
3) In 'User ID' column, input the number you want to enroll (the number is from 1-65534) and press 'OK' key to confirm, then the screen will inform 'Place finger …' as follows:
Note: If the User ID is 8888, you will enroll the only administrator.

```
          New Enroll
            00001-0
        Place Finger……
            ESC/Exit
```

4) After pressing the fingerprint for three times, system will enter into the following window automatically. The fingerprint is enrolled successfully. In this window, press 'OK' key to enroll new users, or

press 'ESC' key to enroll backup fingerprints of just enrolled user.

```
New Enroll
      00001-0

ESC       OK (Save)
```

5) In step 4), if press 'OK' key, you can continue to enroll new users by referring to step 1)-4) in the windows as follows:

```
New Enroll
       Continue?

ESC            OK
```
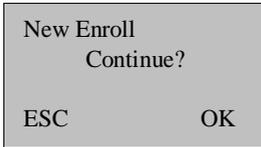
6) In step 4) 5), if press 'ESC' key, you will start to enroll the backup fingerprints by referring to step 1)-4) in the window as follows. You can enroll nine backup fingerprints of the same user at most.

```
Backup Enroll
       Continue?
    User ID 00001
ESC            OK
```
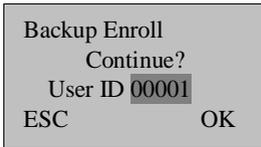
7) During the enrollment, you can press 'ESC' key one time or continually to exit and return to the original window.

2.2 Password Enrollment

1) Press 'PW/Card' key to enter into the menu. In User ID column, input the number that you want to enroll (the number is from 1-65534), and press 'OK' key to confirm.
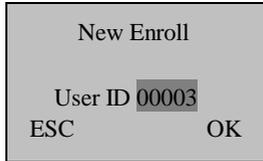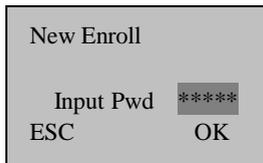
```
          New Enroll

      User ID 00003
  ESC              OK
```

3) In Input Pwd column, input the password (5 bits) and press 'OK' key.
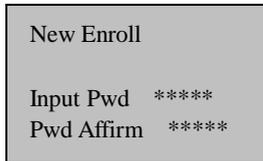
```
  New Enroll

    Input Pwd   *****
  ESC              OK
```

4) Input the password again, if two passwords are not in the same, system will inform you to input the password again.
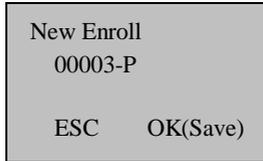
```
  New Enroll

  Input Pwd    *****
  Pwd Affirm   *****
```

5) If they are in the same, you will enter into the following window automatically. The password is enrolled successfully. Press 'OK' key to continue enrolling the password of new user, or press 'ESC' key to change the password of just enrolled user.
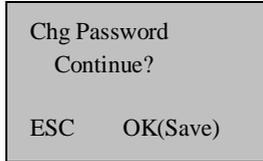
Note: the letter 'P' in 00003-P indicates the password.

```
New Enroll
  00003-P

 ESC     OK(Save)
```

6) In step 5), if press 'OK' key, you will start to enroll a new user by referring to step 2)-5) in the window as follows:

```
New Enroll
  Continue?

 ESC     OK(Save)
```
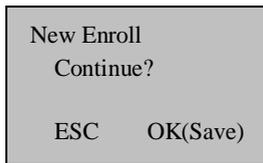
7) In step 5), if press 'ESC' key, you will start to change the password by referring to step 2)-5) in the window as follows:

```
Chg Password
  Continue?

 ESC     OK(Save)
```
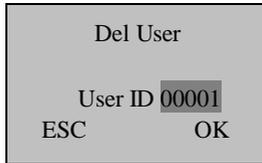
8) During the enrollment, you can press 'ESC' key one time or continually to exit and return to the original window.

2.3 Delete a user

Delete the enrolled users in system.

In the original window, press 'Del User' key to pop up the following window. In User ID column, input the number that you want to delete, then press 'OK' key to delete it from the device.
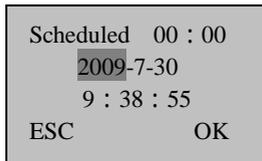
```
                 Del User

             User ID 00001
         ESC              OK
```

After deleting, the next user ID is displayed in the window. You can press 'OK' key to continue deleting, or press 'ESC' key to exit.

3. Other functions

3.1 Time Setting

In the original window, click 'TimeSet' key to enter into the time setting window.

```
Scheduled   00   00
       2009-7-30
        9   38   55
ESC              OK
```

Press up or down key (IN or OUT key) to move the cursor to the different position, and then change the corresponding time.

When the cursor is located in Scheduled, you can set the time for the bell to ring. Then the bell will ring at the fixed-time 00:00. If the cursor in located in Scheduled, you can press 'Del User' to change the time as '--: --', that is to close the fixed-time bell.

After setting, press 'OK' key to save the time and exit from the time setting window with prompt voice 'Thanks'

3.2 Power Management

The device is equipped with power with USB connector and backup battery. When use power adapter with USB connector to supply power, the backup battery is charged at the same time and the charging time shouldn't be less than 8 hours. When the power is off or unable to be powered by power with USB connector, the device will be powered by backup battery automatically and the saturated backup battery can supply power to device for 3 hours.

There is an electricity icon ▥ at the up-right corner of LCD, which is convenient for users to view the status and the electricity of backup battery. When the device is only powered by the backup battery, the icon indicates the battery electricity; when the device uses the power adapter and the backup battery at the same time, the icon indicates the charging status and electricity of backup battery; when the device is powered by the power adapter, no icon is displayed.

When the battery electricity is displayed as 0 grid, the battery icon flashes and the buzzer will buzz to alarm per a second for five minutes.

3.3 Attendance Status

During checking attendance, if you want to check in, firstly press 'IN' key to display 'Check-IN' on the screen, then press fingerprint or password to authenticate. If you want to check out, firstly press 'OUT' key to display 'CheckOut' on the screen, then press fingerprint or password to authenticate.

3.4 Test Automatically

In the original window, press '6' digital key for four times, and then press 'TimeSet' key to display as follows:

```
Flash Test
   Pls Keep Pwr ON
      Continue
ESC          OK
```

Press OK key to start testing. The testing order is Flash, LCD, Voice, fingerprint reader, Key, RTC. During testing especially flash testing,

please guarantee the stability of power, otherwise the hardware of system maybe be damaged.

4. Attendance Management

This device is to record attendance time, and the attendance software is to deal with report statistics. The device can be connected with PC directly through USB cable. The way to operation the attendance software, please refer to <<Management System Explanation>>.