



TA100 SERIES
FINGERPRINT TIME & ATTENDANCE SYSTEM
HARDWARE USER MANUAL

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INTRODUCTION TO FINGERPRINT READER

The fingerprint reader is designed to record time and attendance by using fingerprint, to replace the conventional punch card as well as other card systems for Time & Attendance function. The reader is capable of recognizing the recorded fingerprint templates in seconds and therefore, has been successful in eliminating buddy-punching activity, one of the major problems in human resource management.

The reader is able to store fingerprint templates from 1,500 for TA102 to 2,800 for TA103 depending on the series chosen. It is also able to record from 100,000 transactions with TA102 and 120,000 transactions with TA103, at any given time and those transactions can be downloaded and cleared up using the management software. TA100 Series also offers TA103-R, fingerprint time & attendance system with RFID card function.

Specifications	Model		
	TA100 		
Surface finishing	ABS		
Functions	Time Attendance		
Series available	TA102	TA103	TA103-R
FP template capacity	1500	2800	2800 (fp), 65535 (cards)
Transaction log	100000, 120000		
Connections	TCP/IP, RS232, RS485, USB flash disk		
Subnet mask & Gateway	Available		
Card reader	Not available	Not available	Available
Card capacity	65535		
Scheduled bell	10 preset schedules		
Sensor	Optical sensor with silicon coating		
Software available	Language available : English, Arabic, Indonesian, Spanish, Chinese Simplified, Chinese Traditional, French, German, Malay, Russian, Farsi, Portuguese, Thai and Vietnamese.		

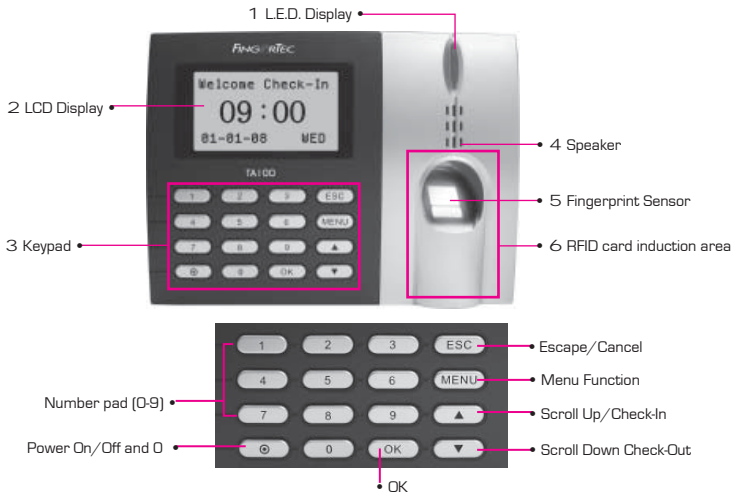
Complete Package

ITEM	AC900
Fingerprint reader	√
DC 5V power adapter 	√
RS485 cable extender 	√
RS232 cable 	√
Screwdriver 	√
TCMS V2 software CD 	√
RFID cards (5 pcs) * Only for TA103-R model 	√

Materials provided

FingerTec® TA100 Model		
Quick Start Guide		✓
Hardware User Manual		✓
Software User Manual		✓
Video Guide for Hardware		✓
Video Guide for Software		✓
Sample of enrollment form		✓

Basic Features



1 **L.E.D Display**

The two lights, red and green to indicate success or failure of fingerprint identification/verification.

2 **LCD Screen**

Screen that displays instructions and status of the reader.

3 **Keypad**

Keys of 0-9, a Power on and off button, an OK button, an Escape/Cancel button, a Scroll up/Check-In button, a Scroll Down/Check-Out button, a doorbell button and a menu button.

4 **Speaker**

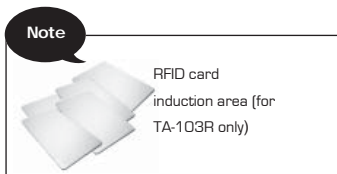
Indicating success or failure of fingerprint identification by voice greetings.

5 **Fingerprint Sensor**

For user to place fingerprint for identification/verification.

6 **RFID Card Induction Area**

To place your RFID card to read by reader.



2 • USING THE FINGERPRINT READER

Fingerprint reader provides 3 types of enrollment method:

- **Fingerprint Enrollment**

User enrolls his fingerprint template into a reader and the template will be used for future verifications.

- **Password Enrollment**

For user who has difficulty to enroll his fingerprint due to poor fingerprint quality, he is recommended to enroll password. Password enrollment is also suitable for visitors and temporary workers.

- **Fingerprint and Password Enrollment**

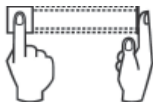
Under this option, a user can enroll both fingerprint and password at the same time. The user can either use fingerprint or password to report attendance or to gain access.

USING THE FINGERPRINT READER

This chapter will guide on how to use the reader fingerprint reader effectively. To get a good reading every time, a fingerprint enrollment for the first time must be done properly.



What you should do



Place finger flat on the fingerprint sensor. Make sure the finger's midpoint is placed at the center of the fingerprint sensor.

What you should NOT do



UPRIGHT



ASKEW



OFF CENTER



PART

TIPS FOR BEST FINGERPRINT ENROLLMENT

There are 5 tips to get good fingerprint enrollment:

- **Use INDEX finger**

Index finger is smaller than thumb and it can be comfortably placed on the sensor. The use of thumb is not recommended because the center points might not be placed properly on the sensor, hence cannot be read by the sensor due to its larger size.

- **Make sure the finger is not wet, too dry, injured or dirty**

The finger needs to be slightly moist to enable the sensor to read the minutiae points on the fingerprint.

- **Place the center points of your finger at the center of the sensor**

The center points of a finger is an area where there is a swirl and the center points must be properly placed on the sensor during enrollment.

- **Don't press hard at the sensor, just place your finger on the sensor**

The sensor is reading minutiae points of your finger and placing a finger properly on the sensor will prompt the sensor to read those points. Pressing your finger hard on the sensor is not necessary.

- **Don't do enrollment under bright light or direct sunlight**

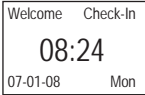

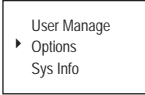


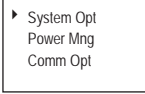

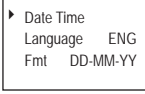

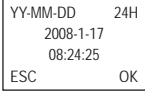

It is important to note that bright light or sunlight could interfere with the reading of the sensor. Avoid placing the reader under direct sunlight or bright light to avoid difficulty in enrollment and future verification.

INITIAL SET UP OF THE FINGERPRINT READER

Date/Time Adjustment

When first installing the fingerprint reader, it is important to set the correct date and time.

Follow the steps below to access the Date/Time adjustment menu:

When you see this	Do this
	 Press once
	 Press once  Press once
	 Press once
	 Press once
	Use the keypad to key in the year, month and date. Scroll down more to change the day, hour, minute and seconds  Press once

When you see this

Do this

Welcome Check-In
08:24
07-01-08 Mon

 Press once

▶ User Manage
Options
Sys Info

 Press once

Enroll User
▶ Enroll Admin
Delete



 Press once

 Press once



▶ Enroll FP
Enroll Pwd
FP & Pwd

 Press once



Admin Accredited
Supervisor
ESC OK

 Press once to confirm or
 Press once to cancel operation

Enroll FP
New Enroll
ESC OK

 Press once to confirm or
 Press once to cancel operation

New Enroll
User ID 00001
ESC OK

Press 1 on the keypad for ID
00001
 Press once to confirm or
 Press once to cancel operation

When you see this

Do this

New Enroll
00001
Place Finger...
ESC/Exit





Place the center point of fingerprint properly on the sensor. Place fingerprint 3 times during enrollment.



Read [page 11](#) for tips on fingerprint scanning technique.

This shows templates has been successfully captured; and "0" means that the first fingerprint template is recorded.

New Enroll
00001-0
ESC OK [Save]

 Press once to confirm or
 Press once to cancel operation



New Enroll
Continue?
ESC OK [Save]

 Press once to add backup fingerprint for enrolled user ID, or
 Press once to add new user

Backup Enroll
00002-1
Place Finger...
ESC/Exit

Place the center of your fingerprint properly at the sensor. Place the fingerprint 3 times in order for the reader to capture the fingerprint templates.

Backup Enroll
User ID 00001-1
ESC OK [Save]

This shows templates has been successfully captured; the "-1" means template of the second finger is captured good.
 Press once to confirm or
 Press once to cancel operation

Congratulations! A supervisor has been enrolled in the system. As a supervisor, he can manage the fingerprint reader by adding users, deleting users and various other functions through the keypad.

Enrollment of Normal User

A normal user is only allowed to use reader for identity verification, and he does not have any other authorities to access the system. To add a normal user, follow the steps below:

When you see this	Do this
	Press once
	Press once
	Press once
	Press once
	Press once to confirm or Press once to cancel operation

When you see this	Do this
	Press number 2 on the keypad for ID 00002 Press once to confirm or Press once to cancel operation
	Place the center point of your fingerprint properly at the sensor. You need to place your fingerprint 3 times for your reader to capture your fingerprint template.
	This shows template has been successfully captured; the "0" means template of first finger is captured good. Press once to confirm or Press once to cancel operation
	Press once to add backup fingerprint for enrolled user ID, or Press once to add new user.
	Place center point of fingerprint properly at the sensor. Place the fingerprint 3 times for your reader to capture your fingerprint template.
	This shows template has been successfully captured; the "1" means template of first finger is captured good. Press once to confirm Press once to go back

To enroll more users, repeat the same steps above.

Fingerprint Verification

Reader supports 2 types of fingerprint verification method. User can choose either method to verify his fingerprint at the reader. 2 types of fingerprint verification methods are:

- 1 to Many (1:N) fingerprint matching
- 1 to 1 (1:1) fingerprint matching

1 to Many (1:N) Fingerprint Matching

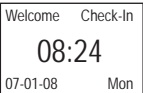

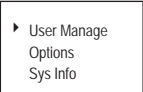

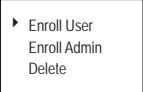




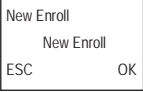


When you see this	Do this						
<table border="1"><tr><td>Welcome</td><td>Check-In</td></tr><tr><td colspan="2">08:24</td></tr><tr><td>07-01-08</td><td>Mon</td></tr></table>	Welcome	Check-In	08:24		07-01-08	Mon	Place the enrolled finger properly on the fingerprint sensor.
Welcome	Check-In						
08:24							
07-01-08	Mon						
<table border="1"><tr><td>FP Verify</td></tr><tr><td>Remove finger</td></tr></table>	FP Verify	Remove finger	Wait a second before removing the finger from the fingerprint sensor.				
FP Verify							
Remove finger							
<table border="1"><tr><td>FP Verify</td></tr><tr><td>User ID 00001</td></tr><tr><td>Verified</td></tr></table>	FP Verify	User ID 00001	Verified	Reader verifies that the user ID is 00001.			
FP Verify							
User ID 00001							
Verified							
<table border="1"><tr><td>FP Verify</td></tr><tr><td>Please Try Agn.</td></tr></table>	FP Verify	Please Try Agn.	If a finger failed to be verified by the reader, it will prompt the user to try again.				
FP Verify							
Please Try Agn.							

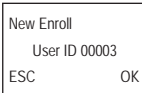


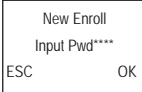

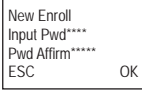

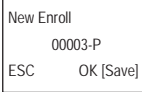


1 to 1 (1:1) Fingerprint Matching

When you see this	Do this						
<table border="1"><tr><td>Welcome</td><td>Check-In</td></tr><tr><td colspan="2">08:24</td></tr><tr><td>07-01-08</td><td>Mon</td></tr></table>	Welcome	Check-In	08:24		07-01-08	Mon	Key in the user ID as defined when enrolling a finger on the fingerprint reader. For example 1 for 00001.
Welcome	Check-In						
08:24							
07-01-08	Mon						
<table border="1"><tr><td>1:1 FP Verify</td></tr><tr><td>User ID 00001</td></tr><tr><td>ESC</td><td>OK[Pwd]</td></tr></table>	1:1 FP Verify	User ID 00001	ESC	OK[Pwd]	Place the enrolled finger properly on the fingerprint sensor.		
1:1 FP Verify							
User ID 00001							
ESC	OK[Pwd]						
<table border="1"><tr><td>1:1 FP Verify</td></tr><tr><td>User ID 00001</td></tr><tr><td>Verified</td></tr></table>	1:1 FP Verify	User ID 00001	Verified	The fingerprint sensor verifies that the user ID is 00001.			
1:1 FP Verify							
User ID 00001							
Verified							
<table border="1"><tr><td>1:1 FP Verify</td></tr><tr><td>User ID 00001</td></tr><tr><td>Please Try Agn.</td></tr></table>	1:1 FP Verify	User ID 00001	Please Try Agn.	If a finger failed to be verified by the reader, it will prompt the user to try again.			
1:1 FP Verify							
User ID 00001							
Please Try Agn.							

Password Enrollment

For user who cannot enroll his fingerprint, he can choose to use passwords. Follow the steps below:

When you see this	Do this
	 Press once
	 Press once
	 Press once
	 Press once  Press once
	 Press once to confirm or  Press once to cancel operation

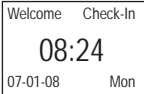
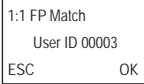

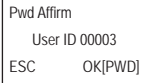

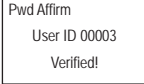
When you see this	Do this
	Press number 3 on the keypad for ID number 00003  Press once to confirm or  Press once to cancel operation
	Key in the password Maximum 5 characters in length  Press once to confirm
	Retype the password for confirmation and  Press once to confirm
	The "-P" shown means that password has been successfully recorded.  Press once to confirm or  Press once to cancel operation

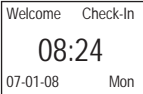



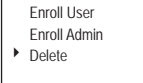


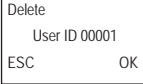

Password Verification

User with password enrollment can always use password to report attendance or gain access from the readers.

Deleting Users



The system also allows deletion of user from the system. This is important as employees come and go. Therefore, for those who had left the company, their fingerprint templates or records must be deleted from the system to avoid any misuse of the system. Only an administrator or a supervisor has the rights to delete user. Follow the steps below to delete any user:

When you see this	Do this
	Key in the user ID by using keypad
	Press OK to confirm that it is the correct ID.  Press once to confirm
	Key in the matching password by using keypads  Press once to confirm
	The FingerTec® fingerprint reader verifies that user ID user ID is 00003



When you see this	Do this
	 Press once
	 Press once
	 Press 2 times  Press once
	 Key in user ID Press once

When you see this**Do this**



Del Fingerprint
1-0
ESC OK

-  Press once to confirm or
-  Press once to cancel operation

Del User
1
ESC OK

-  Press once to confirm or
-  Press once to cancel operation

Del User
Delete
ESC OK

-  Press once to confirm or
-  Press once to cancel operation

User will be deleted from the reader following the above steps.

Note

Remember to key in the correct User ID for deletion.

3 • THE OTHER FUNCTIONS

SYSTEM OPTION

Options ▾
▶ System Opt
Power Mng
Comm Opt

System option enables user to configure the following areas:

- Date & Time Setting
- Date & Time Format
- Languages
- Advance Options

Reset Opts	to restore all settings back to original factory settings
Del Attlogs	to clear all attendance log stored in reader
Clear all Data	to clear all user data (i.e user name, ID number)
Clr Admin Pri	to clear administrators' privilege
Del Slogs	to delete all records of action performed by an administrator or a supervisor.
Show Score	to show the quality of image captured during verification, the maximum is 50
Match Thr	to configure sensitivity of the optical sensor for 1:N matching
Must Input ID	to disable 1:N matching method
1:1 Thr	to configure sensitivity of optical sensor for 1:1 matching
Adj VOL(%)	to adjust the volume of greeting voice.

POWER MANAGEMENT

Options ▾
▶ System Opt
Power Mng
Comm Opt

This enables user to manage the reader in the following areas:

Shut down	to enable a specific time for reader to shut down
Lock power	To lock power button to avoid shutting off of a reader accidentally or intentionally by unauthorized person.
Schedule bell	toconfigure schedule for bell (siren) ringing and also bell (siren) delay

COMMUNICATION OPTION

Options
System Opt
Power Mng
▶ Comm Opt

User can configure communication methods and settings in this option.

Those options are:

Baud rate	to adjust baud rate of connection with RS232 or RS485
Dev num	the number of reader in an installed environment
IP Addr	to configure the IP address of reader
Netmask	to configure same Net mask as environment, and reader can suit into same network structure.
Gateway	to configure same Gateway as environment, and reader can suit into same environment.
Ethernet	to enable or disable Ethernet as communication method
RS 232	to enable or disable RS232 as communication method
RS 485	to enable or disable RS485 as communication method
COMM key	communication key between reader and software, always set to "0"

LOG OPTION

Options
Power Mng
Comm Opt
▶ Log Opt

This option allows reader to alert user when it is reaching storage limit.

Alm SuperLog	reader will automatically alert users when remaining administrators' logs storage is reaching the preset value.
Alm Attlog	reader will automatically alert users when remaining transaction logs storage is reaching the preset value.
ReCheck Min	transaction logs of same user happen within preset time period is ignored by system.

AUTO TEST

- Options ▾
 - Comm Opt
 - Log Opt
 - ▶ Auto test

This option allows reseller/technicians to run test to the reader to identify any error. Please do not run test without guidance/supervision from resellers/technicians.

SYSTEM INFO

- Options ▾
 - Log Opt
 - Auto test
 - ▶ Sys Info

User may check the information stored in the reader under this option.

The information includes:

User Cnt	to show total of users in reader	
FP Cnt	to show total of fingerprints templates in reader	
Att Log	to show total of attendance log in reader	
Admin Cnt	to show total of administrators in reader	
Pwd Usr	to show total of password users in reader	
Super Logs	this item is used by technicians for testing purpose	
Free Space Inf	to show empty spaces which are available in reader	
Dev Info	FPCnt (100)	to show the number of fingerprints templates stored in reader
	AttLog (10k)	to show the amount of attendance log could bestored in reader
	Super Logs	for testing purpose
	Manu time	manufacturing time of reader
	Serial Num	serial number of reader
	Manufacturer	name of manufacturer
	Device name	name of reader
	Alg Version	to show the algorithm version used by the reader
Firmware ver	to show the firmware version used by the reader	

4 • INSTALLATION & COMMUNICATIONS

CONNECTIONS AVAILABLE

On the top side of the reader, there are four connections.

TCP/IP Port
This port is for connection in LAN environment. A straight RJ45/cat. 5E cable should be plugged here to connect to a network switch/hub. A crossover RJ45 cable is for direct connection to a PC's network port.

USB Port
To upload/download users information, password, fingerprint and transaction logs via USB flash disk.

RS232/RS485 Port
The port is for connection of RS232/RS485 communication type.
RS232 is a serial communication cable connecting from this port at one end to a serial port of a PC at another end.
RS485 cable extender should be connected to this port and the other of the cable should be connected to an optional RS232/RS485 Data Converter before it can be connected to the serial port of a PC.

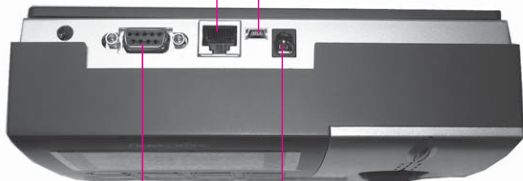
Power Adapter Port
This port is for the power connection. Plug the power adapter here.

Note

This Chapter is meant for qualified installer only. The installation of reader shall be handled by a well-trained installer. If you are not a qualified installer, you can ignore this Chapter or this Chapter serves as a reference for all types of connections available for the reader only.

Note

RJ45/cat. 5E cable is not included in the reader package.



POWER SUPPLY CONNECTION



1. Connect DC 5V power adapter to the reader.
2. Turn on the power supply.
3. Press the power button to switch on or shutdown the reader.

COMMUNICATION CONNECTION

IP Addr	
192.168.1.201	
ESC	OK

Comm Opt	▼
▶ Ethernet	Yes
RS232	No
RS485	No

TCP/IP Connection

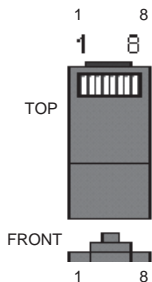
1. Setup the IP address by network configuration
The machine default IP address is 192.168.1.201; this is a legal and available IP address in many LAN environment. If the host IP address is 192.168.1.X and it is in the same network region, then this IP can be used directly. If not, please make sure that you have changed the IP address accordingly.
2. Setup of Ethernet.
Access Menu select "Options" > "Comm. Opt" > "Ethernet", select "Yes" to enable Ethernet function.

Note

When RS232/RS485/Ethernet is enabled, only the Ethernet function will be enabled while the RS232/RS485 will be disabled.

3. Turn the power off.
4. Plug the network plug to the Ethernet interface.
5. Turn the power on.

Ethernet 10/100Base-T Crossover Cable



This cable can be used to cascade hubs, or for connecting two Ethernet stations back-to-back without a hub. It works with both 10Base-T and 100Base-TX.

Joint 1 Pin		Joint 2 Pin	
TX+	1	3	RX+
TX-	2	6	RX-
RX+	3	1	TX+
RX-	6	2	TX-

Ethernet 10/100Base-T Straight Thru Cable

This cable will work with both 10Base-T and 100Base-TX and is used to connect a network interface card to a hub or network outlet. These cables are sometimes called "whips".

Connector Pin	Cable Color	Connector
TX+	1 • ————— White/Orange ————— •	1 TX+
TX-	2 • ————— Orange ————— •	2 TX-
RX+	3 • ————— White/Green ————— •	3 RX+
	4 • ————— Blue ————— •	4
	5 • ————— White/Blue ————— •	5
RX-	6 • ————— Green ————— •	6 RX-
	7 • ————— White/Brown ————— •	7
	8 • ————— Brown ————— •	8

Comm Opt	▼
▶ RS232	Yes
RS485	Yes

RS232 Connection

- Setup of RS232
Access to Menu, select "Options" > "Comm. Opt" > "RS232", select "Yes" to enable RS232 function.
- Turn off the reader.
- Plug the RS232 cable to the RS232 port of the PC.

Note

When RS232 function is enabled, the Ethernet will be disabled.

4. Plug the RS232 other end to the RS232 joint.
5. Turn the power on.



TA100 Reader



RS232 cable



PC

RS485 Single Connection

Comm Opt	▼
RS232	Yes
▶ RS485	Yes

1. Setup of RS485

Access Menu, select "Options" > "Comm. Opt" > "RS485", select "Yes" to enable RS485 function.

2. Turn off the reader.

3. Plug the RS485 cable extender to the connector. Connect another end of the cable to the RS232/485 data converter.
4. Connect the RS485 data converter to the RS232 port of PC.
5. Turn the power on.

Note

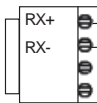
When RS485 function is enabled, the Ethernet will be disabled.

Note

The RS232/485 converter is an optional component.



PC

RS232 cable
RS232/RS485Converter Plug
Data Converter

RS485



TA100 Reader

RS485 Network Connection

Comm Opt	▼
RS232	Yes
▶ RS485	Yes

1. Setup of RS485

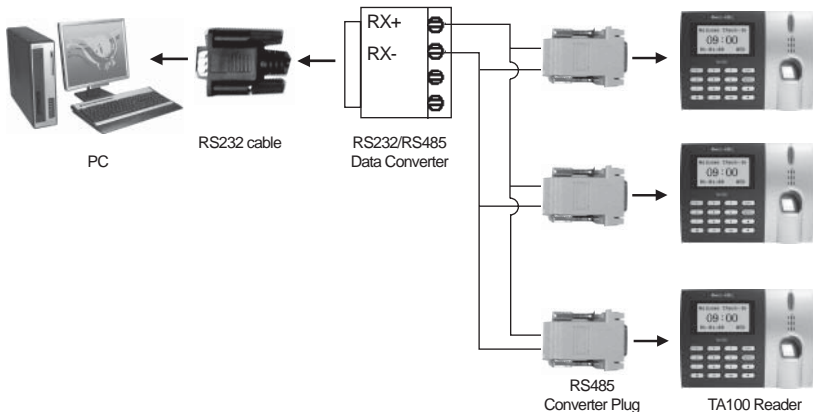
Access Menu, select "Options" > "Comm. Opt" > "RS485", select "Yes" to enable RS485 function.

Note

When the RS485 function is enabled, the Ethernet will be disabled.

2. Turn off the reader.

3. Plug the RS485 cable extender to the RS232/485 port on the Power Controller, and another end of the cable to the RS232/485 network.
4. Connect computer to the RS485 network with the RS232/485 converter.
5. Turn the power on.



4 • ADDITIONAL FUNCTIONS (For TA103-R only)

HARDWARE

TA103-R WITH RFID CARD

TA103-R supports RFID card that has the following specifications.

EM RFID Card	
Code	64 bits
Resonance frequency	125kHz
Operating temperature	-10 ~ 50°C
Reading distance	~5cm

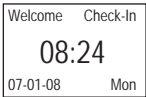

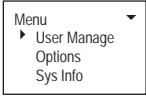

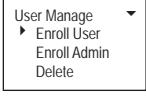

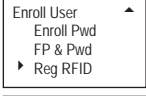


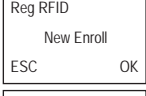

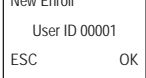

USER ENROLLMENT WITH RFID CARD

TA103-R provides 3 extra enrollment methods as listed below:

- RFID card only
- RFID card + fingerprint
- RFID card + password

Enrollment of RFID card only

Register RFID card in reader before using it for attendance.

When you see this	Do this
	 Press once
	 Press once
	 Press once
	 Press 3 time  Press once
	 Press once
	Key-in ID  Press once to confirm

When you see this | Do this

New Enroll Show the card User ID 00001 ESC OK	Place card at the induction area Card ID is read by reader
--	---

New Enroll CARD: 9067337 User ID 00001 ESC OK	Card ID registered to reader User ID registered to reader OK Press once to confirm or ESC Press once to cancel operation
--	---

New Enroll 00001-C ESC OK	OK Press once to confirm
---------------------------------	---------------------------------

New Enroll Continue? ESC OK	ESC Press 5 times to return to main menu
-----------------------------------	---

Enrollment of RFID card + fingerprint

Refer to "Enrollment of RFID card only" to enroll RFID card and then proceed to enroll the card with fingerprint as explained below:

When you see this | Do this

Welcome Check-In 08:24 07-01-08 Mon	MENU Press once
---	------------------------

Menu ▸ User Manage Options Sys Info	OK Press once
--	----------------------

User Manage ▸ Enroll User Enroll Admin Delete	OK Press once
--	----------------------

Enroll User ▸ Enroll FP Enroll Pwd FP & Pwd	OK Press once
--	----------------------

Enroll FP New Enroll ESC OK	OK Press once
-----------------------------------	----------------------

Backup Enroll User ID 00001 ESC OK	Key-in user ID enrolled with RFID card OK Press once to confirm
--	---

When you see this | Do this

Backup Enroll
00001 - 0
Place Finger
ESC OK

Place center of your fingerprint properly at the sensor. You need to place your fingerprint 3 times for your reader to capture your fingerprint template.

Backup Enroll
00001 - 0
ESC OK(Save)

This shows template has been successfully captured.

OK Press once to confirm or
ESC Press once to cancel operation

New Enroll
Continue?
ESC OK

ESC Press 5 times to return to main menu

Enrollment of RFID card + password

Refer to "Enrollment of RFID card only" to enroll RFID card and then proceed to enroll the card with password as explained below:

When you see this | Do this

Welcome Check-In
08:24
07-01-08 Mon

MENU Press once

Menu
▶ User Manage
Options
Sys Info

OK Press once

User Manage
▶ Enroll User
Enroll Admin
Delete

OK Press once

When you see this | Do this

Enroll User
Enroll FP
▶ Enroll Pwd
FP & Pwd

▼ Press once
OK Press once

Enroll Pwd
New Enroll
ESC OK

OK Press once

Backup Enroll
User ID 00002
ESC OK

Key-in user ID enrolled with RFID card
OK Press once

Backup Enroll
Input Pwd xxxxx
ESC OK(Save)

Key-in password, maximum 5 numeric numbers
OK Press once

Backup Enroll
Input Pwd xxxxx
Pwd Affirm xxxxx

Re-enter password to confirm

Backup Enroll
00001 - 0
ESC OK(Save)

OK Press once to confirm or
ESC Press once to cancel operation

New Enroll
Continue?
ESC OK

ESC Press 5 times to return to main menu

User Verification with RFID Card

User that have been enrolled with RFID card in TA103-R can report attendance through the following verification methods:

Card Only

To enable this operation, configure option "Card Only" in Advance Option to "Yes".

When you see this	Do this
<div style="border: 1px solid black; padding: 5px; text-align: center;">Welcome Check-In 08:24 07-01-08 Mon</div>	Place RFID card at the induction area.
<div style="border: 1px solid black; padding: 5px; text-align: center;">Verify PIN Card CARD : 9067337 User ID : 00001 Verified</div>	The Card ID and the User ID will prompt and you will hear "Thank You".
<div style="border: 1px solid black; padding: 5px; text-align: center;">Verify PIN Card No Enroll</div>	If verification is failed, the screen will show "No Enroll" and you will hear "Invalid ID".



Card & Fingerprint

To enable this operation, configure option "Card Only" in Advance Option to "No".

When you see this	Do this
<div style="border: 1px solid black; padding: 5px; text-align: center;">1:1 FP Match CARD : 9067337 ESC OK (Pwd)</div>	Place card at the induction area. Card ID is prompt. Place your finger on the scanner to capture your fingerprint.
<div style="border: 1px solid black; padding: 5px; text-align: center;">1:1 FP Match CARD : 9067337 User ID : 00001 Verified</div>	User ID is prompt and you will hear "Thank You"
<div style="border: 1px solid black; padding: 5px; text-align: center;">1:1 FP Match CARD : 9067337 Please try again</div>	If verification is failed, you will hear "Please Try Again".

Card & Password

To enable this operation, configure option "Card Only" in Advance Option to "No".

When you see this	Do this
<div style="border: 1px solid black; padding: 5px;">1:1 FP Match CARD : 9067387 ESC OK (Pwd)</div>	Place card at the induction area.  Press once
<div style="border: 1px solid black; padding: 5px;">1:1 FP Match CARD : 9067387 User ID : 00002 Input Pwd : xxxxx</div>	User ID is prompt  Press once to confirm and enter your password
<div style="border: 1px solid black; padding: 5px;">Pwd Affirm CARD : 9067387 User ID : 00002 Verified</div>	You will hear "Thank You" if password is correctly entered.
<div style="border: 1px solid black; padding: 5px;">Pwd Affirm CARD : 9067387 User ID : 00002 Error Pwd</div>	You will hear "Incorrect password" if password is wrongly entered.

ADVANCE OPTION

Card Only

User can configure reader to read the card ID from RFID card only for verification. If the reader is configured to this option, it can support up to 65534 card users.

If the "Card Only" option is disabled, user must present the card followed by fingerprint for verification. Make sure that fingerprints have been enrolled in the TA103-R prior to verification. The maximum number of fingerprint enrollment per card is 10. The total number of RFID cards supported by the system depends on the number of fingerprint templates enrolled in the reader.

If the "Card Only" option is enabled, the model can support 2800 fingerprints and 65534 RFID card users.

Follow the steps below to choose your option.

When you see this | Do this

Welcome Check-In 08:24 07-01-08 Mon	(MENU) Press once
Menu ▸ User Manage ▸ Options PenDrive Mng	(▼) Press once (OK) Press once
Options ▸ System Opt Power Mng Comm Opt	(OK) Press once
System Opt Language Fmt ▸ Adv Option	(▼) Press 3 times (OK) Press once
Adv Option Voice Y Adj Vol(%) 30 ▸ Card Only Y	(▼) Press 11 times (OK) Press once (▼) Press once to change to Y (OK) Press once to confirm (ESC) Press once to leave this page
System Option Save? ESC OK(Save)	(OK) Press once to save settings (ESC) Press 3 times to return to main menu

Adjust Volume [Adj Vol (%)]

User could adjust the volume of a speaker in the TA103-R. The volume parameter is represented by percentage (%). The higher the percentage is, the louder the speaker will be.

When you see this | Do this












Welcome Check-In 08:24 07-01-08 Mon	(MENU) Press once
Menu ▸ User Manage ▸ Options Sys Info	(▼) Press once (OK) Press once
Options ▸ System Opt Power Mng Comm Opt	(OK) Press once
System Opt Language Fm YY-MM-DD ▸ Adv Option	(▼) Press 3 times (OK) Press once
Adv Option Voice Y Adj Vol(%) 30 ▸ Card Only Y	(▼) Press 10 times (OK) Press once Key in value [0-100] (ESC) Press once
System Option Save? ESC OK(Save)	(ESC) Press 3 times to return to main menu

COMMUNICATION OPTIONS (COMM OPT)

NetMask

You may configure the NetMask of a reader so it will suit to your network environment.

When you see this | Do this

Welcome Check-In 08:24 07-01-08 Mon		Press once
Menu User Manage ▶ Options Sys Info	 	Press once Press once
Options System Opt Power Mng ▶ Comm Opt	 	Press 2 times Press once
Comm Opt Net speed AUTO IP addr ▶ Net mask	 	Press 4 times Press once
Net mask 255.255.255.0 ESC OK	 	Press once to move and key in value to change Press once
Comm Opt Net speed AUTO IP addr ▶ Net mask		Press once
System Option Save? ESC OK(Save)		Press once to save settings. Restart for reader to take effect.

Gateway

Another way to access to a reader through the Internet is through configuration of Gateway.

When you see this | Do this

Welcome Check-In
08:24
07-01-08 Mon

 Press once

Menu
User Manage
Options
Sys Info

 Press once

 Press once

Options
System Opt
Power Mng
Comm Opt


 Press once

Comm Opt
Net speed AUTO
IP addr
Gateway

 Press 5 times

 Press once

Gateway
192.168.1.1


 To move and key in value to change

 Press once

Comm Opt
Net speed AUTO
IP addr
Gateway

 Press once

System Option
Save?
ESC OK(Save)

 Press once to save settings. Restart for reader to take effect.

PENDRIVE MNG

Download Attendance Log

To download attendance log from reader to a flash disk, plug in the flash disk into the reader and press "OK" to start downloading process.

When you see this | Do this

Welcome Check-In
08:24
07-01-08 Mon

Plug a flash disk into USB port of the reader.

Menu
User Manage
Options
PenDrive Mng

 Press 2 times


 Press once

PenDrive Mng
DownLoad AttLog
DwnLoad User
UpLoad User

 Press once

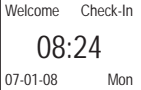
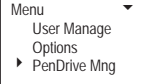





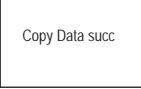


Copy Data succ

 Press once

 Press 3 times to return to main menu

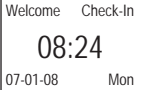
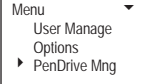





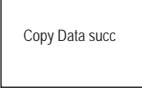


Download User

To download user from unit to a flash disk, plug in the flash disk into the reader and press "OK" to start user download from reader to flash disk.

When you see this	Do this
	Plug a flash disk into USB port of the reader.
	 Press 2 times  Press once
	 Press once  Press once
	 Press once  Press 3 times to return to main menu

Upload User

To upload users from reader to a flash disk, plug in the flash disk into the reader and press "OK" to start user download from reader to a flash disk.

When you see this	Do this
	Plug a flash disk into USB port of the reader.
	 Press 2 times  Press once
	 Press once  Press once
	 Press once  Press 3 times to return to main menu

UPDATE OF RFID CARD USERS TO READER

Update Users to Terminal

Use this function to update all or selected user(s) data from PC to selected terminal. You can either choose to update fingerprints, username + privilege + password, or both data set.

You may select the range of records by:

ID

User ID

All

None

Some

000001
000002
000003
000004
000005

Selected data:

Fingerprint

Username + Privilege + Password

Press in Fingerprint Management page to start any update process.

Select the reader ID to update users to. You may select the user enrolled with RFID card to update to TA103-R, or to other readers that support RFID card users. You can choose "ALL" to update all users to all readers, by fingerprints, passwords or RFID cards.

You must include "Fingerprint" and "Username + Privilege + Password" before update process begins.

Note

RFID cards can only be used in reader with RFID functions such as TA103-R. Fingerprints and passwords that are enrolled in reader with RFID functions can be used in all readers.

- 1 I can't turn on the fingerprint reader. When I pressed the power button, nothing happened.**
 - Check if your fingerprint reader's LCD screen is lighted and there is a beep sound when the reader is turned on. If not, make sure the power is turned on at the electrical supply outlet.
 - Check the connection of the power adapter to an electrical supply outlet; it may not be fitted properly.
 - If you have confirmed that there is no problem with the power supply, your fingerprint reader may need to be repaired. Kindly contact your reseller.
- 2 I can't connect the fingerprint reader to the PC. Every time I try it, the software prompts "unable to connect" message.**
 - Check the settings on the reader to see if TCP/IP or RS232/RS485 connection is enabled.
 - Check whether the COMM key is used, default is 0.
 - For TCP/IP connection, check the IP address.
 - For the RS232/RS485, the baudrate for the reader and software must be the same. Make sure that the DevID is correct.
 - After changes are made, restart the fingerprint reader.
- 3 The fingerprint reader has difficulty recognizing my finger. It takes many tries before I am verified.**
 - Please make sure that your finger is not too oily or too dirty because the oil and dirt will cover the minutia points of the fingerprint, thus making reading difficult.
 - Make sure that the reader is not facing direct sunlight because it will disrupt the readings of the scanner. To deal with light interference, cover the scanning area when you want to do finger verification.
- 4 When the fingerprint reader is on, the red LED is blinking. Is there something wrong?**

There is nothing wrong with the reader. The red LED blinks to indicate that the reader is on the standby mode. When a fingerprint is verified, the LED will turn to green.
- 5 The fingerprint reader was accidentally shut-down by a staff. Will we lose all the transaction data in the reader?**

All the transaction data up until the minute the reader was shutdown stayed in the reader and can be downloaded to the PC by using the software. The data will only disappear if it has been downloaded to the PC.
- 6 The fingerprint reader did not voice "Thank You" or "Please Try Again" during verification. What should I do?**

You may enable the voice function under Advance Option. The voice option might have been disabled.
- 7 When I tried to enroll my fingerprint into the fingerprint reader, the reader produced "Duplicate Finger" voice message. Why is that?**

The "Duplicate Finger" voice message will only be produced if the enrolling finger is found to have existed in the reader. Choose another finger.
- 8 The fingerprint reader produces "The clock is full" every time I perform verification. What should I do?**

This means that the transaction storage of the reader is full. Download the data from the reader to the PC by software. After download process has been performed, the data will be deleted automatically.
- 9 Could I configure the device to shut down or power on automatically?**

The schedule can be configured in the Power Management Option. This is advisable as to let the device take a break after a long-hour usage.
- 10 My previous card access system left me the old cards. Can I use these cards to work on TA103-R?**

TA103-R will only read or write RFID card. Please make sure that your card is RFID card match with the specifications explained in page 28.