



## Quick Start Guide



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## How to correctly place your finger on the scanner for best read quality.

Use the flat fleshy part under the last digit of your finger. Any finger can be used, but it is common for people to use the right index finger. Figure 2 illustrates which part of the finger must be placed onto the glass surface of the sensor.



This part of the finger is best for firmly pressing against the glass window on the scanner.

The finger needs to be placed over the entire glass section of the Finger Scanner when lit up with a red light.



## Examples

The following images show where the finger is placed correctly onto the sensor glass. The bottom flat part of the finger is covering the whole of the sensor glass while the finger is pressed firmly onto the glass surface.



Finger placed correctly on the sensor glass .  
Slight pressure is necessary .



Finger placed correctly on the sensor glass .  
Slight pressure is necessary .



The following images show various incorrect positioning's of the finger onto the sensor glass. The final images shows correct placement.



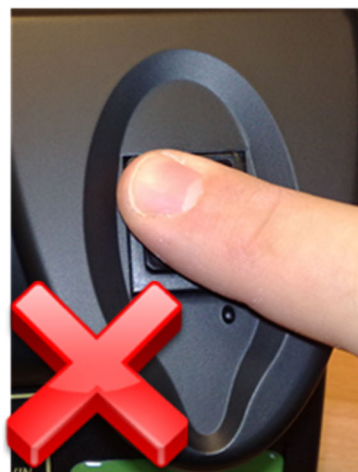
Finger placed too far right on the sensor glass.



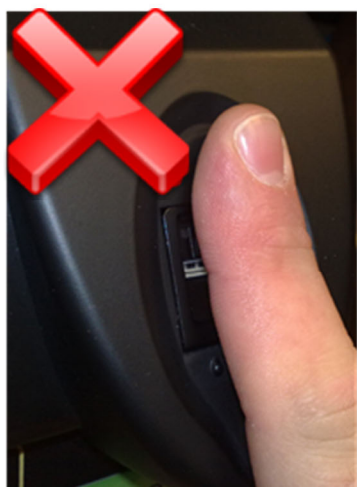
Only finger tip placed on the sensor glass.



Finger placed too low on the sensor glass.



Finger placed skew on the sensor glass.



Finger placed too high on the sensor glass.



Finger placed correctly on the sensor glass.  
Slight pressure is necessary.



## Accessing the V30 Plus System Menu to Enrol users.

**NOTE: Manager, Supervisor or Enroller Authority Level is required to System menu**



access the

1. Press **"SYSTEM"**
2. Enter your **Personal ID Number**.
3. Place your finger for verification.

*Verification status displays. (Green light)*

4. Press **"YES/IN"** key to Enroll.
5. Enter **"Enrollee ID"** (designated from your payroll or predefined employee ID).
6. Use number pad to select number of fingers to use for verification (Usually 1).
7. Select the authority level for scanner access (scroll through the options by pressing **"NO/OUT"**) To select desired level press **"YES/IN"**.
8. Scroll through the finger options by pressing **"NO/OUT"** until desired finger choice is displayed on screen.
9. Once finger selected for use, press **"YES/IN"** Scanner glass window will flash a RED strobe.
10. Place finger firmly on glass (as practiced). Remove on **"beep"** and screen instruction.
11. Check read quality **"minutiae"** score. (Typically 20 to 40).
12. Scanner glass window will flash more times, place finger again as prompted for verification.
13. At the end, press **"YES/IN"** to accept the enrolment or **"1"** to retest.
14. Finally press **"CLEAR"** repeatedly exiting the menus until back at the main screen.

Main screen (DAY DATE TIME)  
ENTER ID NO. (Clock in/out)

SYSTEM ACCESS  
ENTER ID NO.

PLEASE PLACE FINGER  
FINGER NAME

DAY DATE TIME  
VERIFIED



Yes: To Enroll  
ALT: For Menu

ENROLLEE ID No.

1,2 or 3 Fingers

AUTH. = USER  
ACCEPT Y/N?

RIGHT INDEX  
ACCEPT Y/N?

PLEASE PLACE  
RIGHT INDEX



REMOVE FINGER

MINUTIAE: XXX

VERIFIED



ACCEPT Y?N ?  
OR [1] TO RETEST

Main screen (DAY DATE TIME)

## Accessing the V30 Plus System Menu for Finger testing



**NOTE:** You must have **Manager** Authority Level to access the System Menu.

1. Press "**SYSTEM**".
2. Enter your **Personal ID Number**.
3. Place your finger for verification.

*Verification status displays.*

4. Press "**No/Out**" key for the Menu.
5. Please place the required finger.
6. Remove finger as instructed.
7. The resultant score is now displayed.
8. You can now Enroll or press "**CLEAR**" to exit

DAY DATE TIME  
ENTER ID NO.

SYSTEM ACCESS  
ENTER ID NO.

PLEASE PLACE FINGER  
FINGER NAME

DAY DATE TIME  
VERIFIED



Yes: To Enroll  
ALT: For Menu

Please place  
1<sup>st</sup> Finger



Remove Finger

Minutiae: 25

Yes: To Enroll  
ALT: For Menu



## Accessing the V30 Plus System Menu to Delete an Enrolment.

**NOTE:** You must have **Manager** or **Supervisor** Authority Level to access the System Menu.



1. Press **"SYSTEM"**.

Main screen (DAY DATE TIME)  
ENTER ID NO. (Clock in/out)

2. Enter your **Personal ID Number**.

SYSTEM ACCESS  
ENTER ID NO.

3. Place your finger for verification.

PLEASE PLACE FINGER  
FINGER NAME

*Verification status displays. (Green light)*



DAY DATE TIME  
VERIFIED

4. Press **"\*" (Alt)** key for the Menu.

Yes: To Enroll  
ALT: For Menu

5. Press **"1"** key. (*for Template*).

1:Template 2:Database  
3: Setup 4:MGR

6. Use number pad to select number the ID of the person to be deleted.

ENTER ID (ALT:\*)

7. Press **"YES/IN"** on prompt "Finger 1 Accept".

ID No. XXXX  
FINGER1 Accept?

8. Press **"4"** key. (*To Delete*).

1: AUTH. 2:T/Zone  
3: SEC. 4:DELETE

9. The user will now be deleted.

\*\* DELETED \*\*

If the user has more than one finger enrolled, you will be prompted for the additional fingers. Press **"YES/IN"** this will take you back to step "8", until all templates are deleted.

ID No. XXXX  
FINGER2 Accept?

10. Finally press **"CLEAR"** repeatedly exiting the menus until back at the main screen.

Main screen (DAY DATE TIME)



## Accessing the V30 Plus System Menu to change Authority level.



**NOTE:** You must have **Manager** or **Supervisor** Authority Level to access the System Menu.

1. Press "**SYSTEM**" (SYSTEM).

Main screen (DAY DATE TIME)  
ENTER ID NO. (Clock in/out)

2. Enter your **Personal ID Number**.

SYSTEM ACCESS  
ENTER ID NO.

3. Place your finger for verification.

PLEASE PLACE FINGER  
FINGER NAME

*Verification status displays. (Green light)*

DAY DATE TIME  
VERIFIED



4. Press "\*" (Alt) key for the Menu.

Yes: To Enroll  
ALT: For Menu

5. Press "1" key. (for Template).

1: Template  
2: Setup 3: MGR

6. Use number pad to select number the ID of the person to be modified.

ENTER ID (ALT:\*)

7. Press "**YES/IN**" on prompt "Finger 1 Accept".

ID No. XXXX  
FINGER1 Accept?

8. Press "1" key. (for AUTH).

1: AUTH. 2: T/Zone  
3: SEC. 4: DELETE

9. Press "**NO/OUT**" to change, "**YES/IN**" to accept.

*(options = User, Enroller, Supervisor, Manager)*

AUTH.=USER  
ACCEPT Y/N ?

10. Press "**CLEAR**".

1: AUTH. 2: T/Zone  
3: SEC. 4: DELETE

11. Finally press "**CLEAR**" (Clear) repeatedly exiting the menus until back at the main screen.

No More Records

12. Completed.

Main screen (DAY DATE TIME)

## Accessing the V30 Plus System Menu to change a User Threshold.



**NOTE:** You must have **Manager** or **Supervisor** Authority Level to access the System Menu.

1. Press "**SYSTEM**".

Main screen (DAY DATE TIME)  
ENTER ID NO. (Clock in/out)

2. Enter your **Personal ID Number**.

SYSTEM ACCESS  
ENTER ID NO.

3. Place your finger for verification.

PLEASE PLACE FINGER  
FINGER NAME

*Verification status displays. (Green light)*

DAY DATE TIME  
VERIFIED



4. Press "\*" (Alt) key for the Menu.

Yes: To Enroll  
ALT: For Menu

5. Press "1" key. (For Template).

1:Template  
2: Setup 3:MGR

6. Use number pad to select number the ID of the person to be modified.

ENTER ID (ALT:\*)

7. Press "**YES/IN**" on prompt "Finger 1 Accept".

ID No. XXXX  
FINGER1 Accept?

8. Press "3" key. (For SEC).

1: AUTH. 2:T/Zone  
3: SEC. 4:DELETE

9. Press "1" key. (For THOLD).

1: THOLD. 2:PASSWD

10. Press "**YES/IN**" to change.

THRESHOLD = 20  
CHANGE YES/NO

11. Use number pad to enter the new threshold setting (0-70), then press "**YES/IN**" to accept the change.

ENTER NEW ANSI  
THRESHOLD = ??

12. Finally press "**CLEAR**" repeatedly exiting the menus until back at the main screen.

Main screen (DAY DATE TIME)

*Note:- PeopleKey Support should be contacted for advice on the threshold settings.*

- **A lower threshold = Less sensitive**
- **A Higher threshold = More sensitive**

## Accessing the V30 Plus System Menu to Enrol users with “Passwords”



**NOTE:** You must have **Manager, Supervisor, or Enroller** Authority Level to access the System Menu.

1. Press **“SYSTEM”**.

Main screen (DAY DATE TIME)  
ENTER ID NO. (Clock in/out)

2. Enter your **Personal ID Number**.

SYSTEM ACCESS  
ENTER ID NO.

3. Place your finger for verification.

PLEASE PLACE FINGER  
FINGER NAME

*Verification status displays. (Green light)*

DAY DATE TIME  
VERIFIED



4. Press **“YES/IN”** key to Enroll.

Yes: To Enroll  
ALT: For Menu

5. Enter **“Enrollee ID”** (designated from your payroll or predefined employee ID).

ENROLLEE ID No.

6. press '#' key to enrol only a “Password Template”.

1,2 or 3 Fingers

7. The displays confirms that the next steps are to create a password.

Creating Passwd  
Template Only

8. Select the authority level for scanner access (scroll through the options by pressing **“NO/OUT”**) To select desired level press **“YES/IN”**.

AUTH. = USER  
ACCEPT Y/N?

9. The scanner now initializes the password script.

Creat New Passwd

10. Enter a minimum of **4** numbers for the users password. Complete by pressing **“YES/IN”** key.

Enter New Passwd  
XXXXXXXXXX

11. Re-enter the password, press **“YES/IN”** to submit.

Rpeat Password

*The scanner confirms the passwords match.*

Passwrd match  
Saving Password.

12. Do not change the advanced settings by pressing **“NO/OUT”**

EDIT ADVANCED  
Change Y/N

13. To confirm saving the new user with password, press **“YES/IN”**

Confirm Password  
Change Y/N

14. Finally press **“CLEAR”** repeatedly exiting the menus until back at the main screen.

Main screen (DAY DATE TIME)



### V30 Web interface

Since the V30 does not have a traditional keypad, access to the menu structure is available by a Web based interface. The Web Interface for the V30 allows for all the normal functionality of a keypad (Similar to that of a V90).

### Accessing the V30 Web interface

To access a particular V30's Web Interface on your network, the IP address of the unit must be known. The V30 Web interface can be accessed by many different devices that have network connectivity (Including WiFi) to the Finger Scanner's network.

Enter the IP address of your V30 in a WEB browser on your;

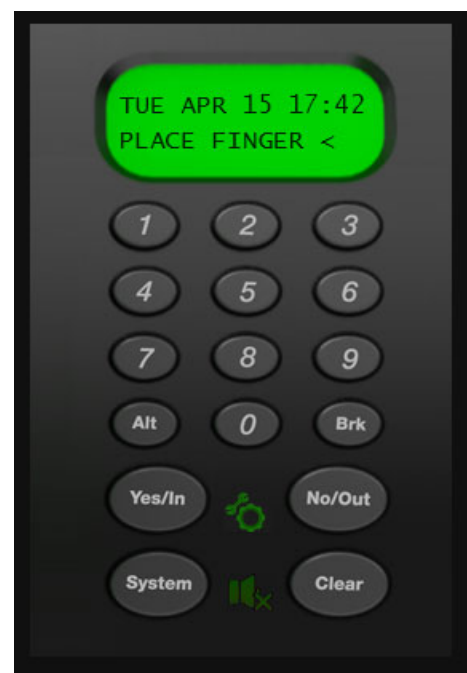
- PC
- Laptop
- Tablet
- Smart Phone

Depending on the Firmware version on your V30, one of the following should now be displayed.

### Standard V30 WEB Interface



### Compact V30 WEB Interface





The menu's can now be accessed in the same fashion as the V90. The menu structure for the V30 is identical to that of the V90 and the V90 instructions can be used to perform the various functions required.

On later firmware versions a COMPACT version of the WEB interface is available and is aimed for use on a 4 -5 inch Smart Phone screen. To toggle between the full screen WEB Interface and the compact version press the following icon on either version of the WEB interface.



## Finger Scanner Maintenance

### **Cleaning**

The scanner normally does not require any maintenance; but occasionally, the sensor will need a clean as a build-up of foreign matter can accumulate on the sensor glass and surrounding areas.

To clean, wipe the glass and surrounding areas with a “damp, clean, lint free towel or cloth”.



### **Important**

- When cleaning glass only use clean materials which are free of dirt and debris to avoid scratching and marking of the glass.
- Do not use metal scrapers, blades or steel wool on either surface of the glass or surrounding area.
- Do not allow water or cleaning fluids to remain in contact with the glass or the surrounding area for long periods
- Do not use abrasive cleaning solutions or materials.



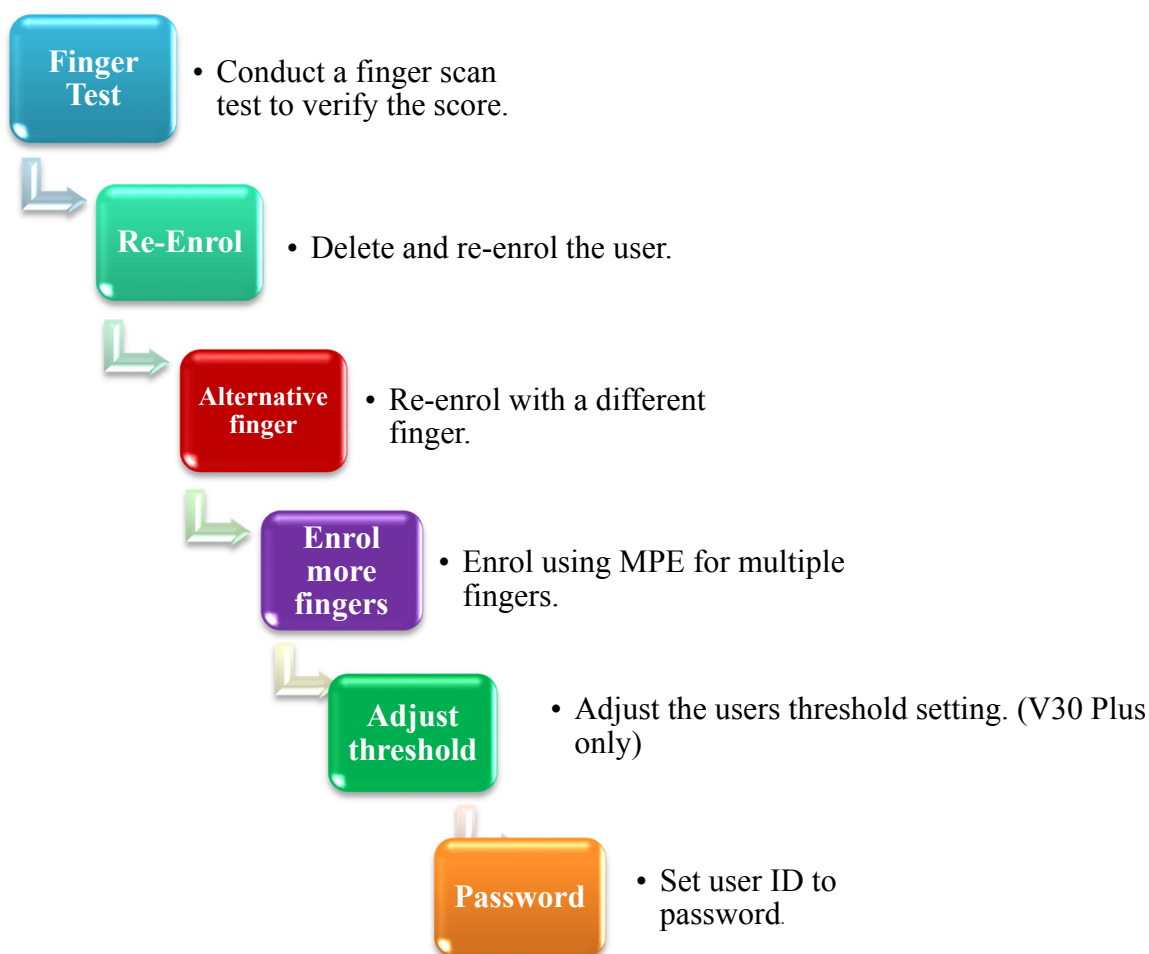
## Users failing verifications

A common problem seen over time is users begin to fail the verification of their finger scan. A number of factors are a cause of this.

- A change in the way the user place's their finger.
- Users who work in wet areas.
- Finger prints wear thin during the day with normal activity.
- The elasticity of skin decreases with age, so a lot of senior citizens have prints that are difficult to capture.
- A medical skin condition e.g. Dermatitis.
- The sensor window requires cleaning.

### **Steps to overcome “Verification” failures.**

The following steps should be conducted to overcome verification failures. Firstly conduct a finger scan test as detailed previously, this will give a score. Users with a reading below 16 should be re-enrolled.



## How to Scan on the V30 Finger Scanner



### User steps

**Step 1.** Place finger

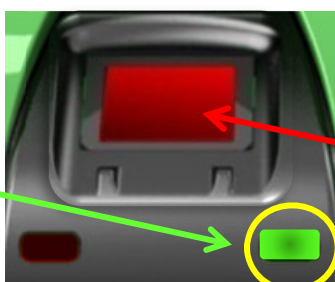
**Step 2.** Confirm verification



**Step 1.** The finger needs to be placed over the entire glass section of the Finger Scanner. The sensor will automatically detect the placement of the finger



Successful verification is indicated with a **Green** light.



The sensor light is illuminated once the finger placement is detected.



Un-Successful verification is indicated with a **RED** light.



On a successful scan, the transaction to the FingerLan software is recorded as a “Verify\_OK”



## How to use the Clock In & Out Function on the V30 Plus Finger Scanner



### User steps

**Step 1.** Clock In or Out

**Step 2.** Enter ID or Pin

**Step 3.** Place finger



### Step 1.

To “**Clock In**” press the “Yes/In”

To “**Clock Out**” Press the “No/Out”



### Step 2.

Type in **ID**, PIN or employee number on the keypad.

### Step 3.




Place your finger on the sensor plate.

**NOTE:** The device will prompt you which finger to scan via the screen.



## V30 Plus Procedure:



- 1) To **Clock In** press the “YES/IN”.
- 2) To **Clock Out** press the “NO/OUT”.
- 3) The Scanner will now display “IN ENTRY” on the first line and “ENTER ID NO.” on the second line of the LCD display.
- 4) Enter your ID on the keypad.
- 5) The Scanner will now prompt you to place your designated finger on the sensor plate. 
- 6) Place your correct finger firmly on the sensor plate and wait for the V90 to display “REMOVE FINGER”.
- 7) If successful the V30 Plus will now display the word “**VERIFIED**” as well as light up the green LED. 
- 8) If unsuccessful the V30 Plus will request you to “**PLEASE TRY AGAIN**”. Two further failures will result in the V30 Plus displaying the word “**UNSUCCESSFUL**” as well as light up the red LED. 

## Handy Hints:

- 1) Ensure that you type in your employee number correctly.
- 2) Always read the screen on the device. It displays the information required at each step.
- 3) Place finger correctly on the scanning pad.
- 4) If your finger is cracked and dry, rub it in the palm of your opposite hand to coat it with your natural skin oils.

## I have injured my default finger, how do I use my alternative finger?

Once you have pressed the Clock in or Clock out button and entered your employee number, press the “\*” key. The device will then prompt you to scan your alternative finger on the screen if enrolled.



