



Technical reference TR817




System Menu Quick Guides

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Accessing the System Menu to Enroll users.

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

- | | | |
|--|--|---|
| 1. Press "C" (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 | |
| <i>Verification status displays. (Green light)</i> | DAY DATE TIME
VERIFIED |  |
| 4. Press "A" (Yes) 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. Use number pad to select number of fingers to use for verification (Usually 1). | 1,2 or 3 Fingers | |
| 7. Select the authority level for scanner access (scroll through the options by pressing "NO") To select desire level press "YES" .
<i>(options = User, Enroller, Supervisor, Manager)</i> | AUTH. = USER
ACCEPT Y/N? | |
| 8. Select the desired finger for use (scroll through the finger options by pressing "NO" until chosen finger is displayed on screen). | RIGHT INDEX
ACCEPT Y/N? | |
| 9. Once found finger for use, press "YES" Scanner glass window will flash a RED strobe. | PLEASE PLACE
RIGHT INDEX |  |
| 10. Place finger firmly on glass (as practiced). Remove on "beep" and screen instruction. | REMOVE FINGER | |
| 11. Check read quality "minutiae" score.
(Typically 20 to 40). | MINUTIAE: XXX | |
| 12. Scanner glass window will flash more times, place Finger again as prompted for verification. | VERIFIED |  |
| 13. At the end, press "YES" to accept the enrolment or "1" to retest | ACCEPT Y?N ?
OR [1] TO RETEST | |
| 14. Finally press "D" (<i>Clear</i>) repeatedly exiting the menus until back at the main screen. | Main screen (DAY DATE TIME) | |

Accessing the System Menu to Delete an Enrollment.

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

1. Press "**C**" (**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 "A" (**YES**) 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 "A" (Yes), this will take you back to step "8", until all templates are deleted.

ID No. XXXX
FINGER2 Accept?

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

Main screen (DAY DATE TIME)

Accessing the System Menu to change Authority level.

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

1. Press "**C**" (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 deleted.

ENTER ID (ALT:*)

7. Press "A" (YES) 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 "B" (No) to change, "A" (Yes) to accept.

(options = User, Enroller, Supervisor, Manager)

AUTH.=USER
ACCEPT Y/N ?

10. Press "D" (Clear).

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

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


No More Records

12. Completed.

Main screen (DAY DATE TIME)

Accessing the System Menu to change a User Threshold.

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

- | | |
|--|---|
| 1. Press " C " (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 |
| <p style="text-align: center;"><i>Verification status displays. (Green light)</i></p> | 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 deleted. | ENTER ID (ALT:*) |
| 7. Press "A" (YES) 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 "A" (Yes) to change. | THRESHOLD = 20
CHANGE YES/NO |
| 10. Use number pad to enter the new threshold setting (0-70), then press "A" to accept the change. | ENTER NEW ANSI
THRESHOLD = ?? |
| 10. Finally press "D" (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 System Menu to Change IP & Sub net mask Address

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

1. Press **C (SYSTEM)**.

DAY DATE TIME
ENTER ID NO.

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.

DAY DATE TIME
VERIFIED

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

Yes: To Enroll
ALT: For Menu

5. Press **"2"** key. (*for Setup*)

1:Template
2: Setup 3:MGR

6. Press **"2"** key. (*for Comms*)

1: system 2:Comms
3: Clock 4:Zones

7. Press **"B"** (*No*).

Ethernet Enabled
Change Y/N?

8. Press **"1"** (*for IPADR*).

1: IPADR 2:HOSTIP
3:GATWAY 4:MORE

9. Press **"A"** (*Yes*) to change.

10.0.0.243
Change Y/N?

10. Enter in the new **IP address**.

xxx.xxx.xxx.xxx

11. Confirm the new IP address is displayed.

xxx.xxx.xxx.xxx
Change Y/N?

12. Press **"B"** for *No* [Note "A" (*Yes*) will return back to step 10].

xxx.xxx.xxx.xxx
Change Y/N?

13. Enter in the new **Sub Net mask**. Press "A" (*Yes*) to change.

255.255.255.0
Change Y/N?

14. Confirm the new Sub net is displayed.

Press **"B"** for *No* [Note "A" (*Yes*) will return back to step 13].

xxx.xxx.xxx.xxx
Change Y/N?

15. Press **"D"** (*clear*) until the save message is displayed.
Press **"A"** (*Yes*) to save.

SAVE SETUP
YES/NO ?

Accessing the System Menu to Change Host Address

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

1. Press **C (SYSTEM)**.

DAY DATE TIME
ENTER ID NO.

2. Enter your **Personal ID Number**. (Manager only.)

SYSTEM ACCESS
ENTER ID NO.

3. Place your finger for verification.

PLEASE PLACE FINGER
FINGER NAME

Verification status displays.

DAY DATE TIME
VERIFIED



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

Yes: To Enroll
ALT: For Menu

5. Press **2** key. (for Setup)

1:Template
2: Setup 3:MGR

6. Press **2** key. (for Comms)

1: system 2:Comms
3: Clock 4:Zones

7. Press **B** (No).

Ethernet Enabled
Change Y/N?

8. Press **2** key. (Host IP)

1: IPADR 2:HOSTIP
3:GATWAY 4:MORE

9. Press **A** (Yes) to change.

10.0.0.243
Change Y/N?

10. Enter in the new Host IP address.

xxx.xxx.xxx.xxx

Eg. 192.168.010.256

xxx.xxx.xxx.xxx

11. Confirm the new IP address is displayed.

xxx.xxx.xxx.xxx
Change Y/N?

12. Press **B** for (No) to save. [Note **A** (Yes) will return back to step 10].

xxx.xxx.xxx.xxx
Change Y/N?

13. Press **D** (Clear) until the save message is displayed. Press **A** (Yes) to save.

SAVE SETUP
YES/NO ?

Accessing the System Menu for Finger testing

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

1. Press **C (SYSTEM)**.

DAY DATE TIME
ENTER ID NO.

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.

DAY DATE TIME
VERIFIED



4. Press "**B**" (No/Out) key for the Menu.

Yes: To Enroll
ALT: For Menu

5. Please place the required finger.

Please place
1st Finger



6. Remove finger as instructed.

Remove Finger

7. The resultant score is now displayed.

Minutiae: 25

8. You can now Enroll or press "**D**" to exit

Yes: To Enroll
ALT: For Menu

Accessing the System Menu to Enroll users with "Passwords"

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

1. Press "**C**" (**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 "**A**" (Yes) 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 '**BREAK**' 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**") To select desired level press "**YES**".

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 "**A**" (Yes) key.

Enter New Passwd
XXXXXXXXXX

11. Re-enter the password, press "**A**" to submit.

Rpeat Password

The scanner confirms the passwords match.

Passwrld match
Saving Password.

12. Do not change the advanced settings by pressing "**B**" (No)

EDIT ADVANCED
Change Y/N

13. To confirm saving the new user with password, press "**A**" (Yes).,

Confirm Password
Change Y/N

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

Main screen (DAY DATE TIME)

