



Technical reference TR817.1




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 flash. | 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 / Clear 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

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 **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 & Subnet mask. (Firmware >= 4.1K and V30- press * / ALT to check firmware)

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 / ALT** 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 **A / YES**.

TCP/IP Configure
Change Y/N?

8. Press **B / NO**.

Ethernet Enabled
Change Y/N?

9. Press **1** key (TCP Interfaces)

1: TCP Interfaces
2:FLHost 3:Other

10. Press **1** key (ETH0)

1:ETH0 2:ETH1
3:WLAN0 4:COMMON

11. Press **1** key (IPADDR)

1:IPADDR 2:GTWAY
3:DHCP 4:OPTIONS

12. Press **A / YES** to change.

10.0.0.243
Change Y/N?

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

xxx.xxx.xxx.xxx

14. Confirm the new IP address is displayed.

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

15. Press **B / No** [Note A / YES will return back to step 13].

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

16. Enter in the new **Sub Net mask**. Press **A / YES** to change.

255.255.255.0
Change Y/N?

17. Confirm the new Sub net is displayed.

Press **B / NO** [*Note A / Yes will return back to step 13*].

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

18. Press **D / CLEAR** until the save message is displayed.
Press **A / YES** to save.

SAVE SETUP
YES/NO ?

Accessing the System Menu to Change IP & Subnet mask. (V70, V70i and V90 Firmware < 4.1K – press * / ALT to check firmware)

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 / 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 / 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 (Firmware >= 4.1K and V30- press * / ALT to check firmware)

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 / ALT** 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 **A / YES**.

TCP/IP Configure
Change Y/N?

8. Press **B / NO**.

Ethernet Enabled
Change Y/N?

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

1: TCP Interfaces
2:FLHost 3:Other

10. Press **1** key. (Host IP)

1: Host/IP 2:More
3:FL4/5 Configure

11. Press **A / YES** to change.

10.0.0.243
Change Y/N?

12. Enter in the new Host IP address.

xxx.xxx.xxx.xxx

xxx.xxx.xxx.xxx

Eg. 192.168.010.256

13. Confirm the new IP address is displayed.

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

14. Press **B / NO** to save. *[Note A / YES will return back to step 10].*

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 (V70, V70i and V90 Firmware < 4.1K – press * / ALT to check firmware)

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 |
| <i>Verification status displays.</i> | DAY DATE TIME
VERIFIED  |
| 4. Press * / ALT key for the Menu. | Yes: To Enroll
ALT: For Menu |
| 5. Press 2 / ALT 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 / 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 **B / NO** To select desired level press **A / 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 / YES** 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)

