QUICK START GUIDE FOR F702

Items included when your package arrives;

- Fingerprint terminal (F702).
- Screwdriver Tool
- Quick start Guide

Important Notes

- Do not place the F702 outdoors without adequate protection from weather.
- Do not place the F702 under strong light.
- Use regulated 12V DC 1.5A power source (supplied from door control panel or separately purchased power supply).
- Do not place the F702 in a vulnerable location where it might be subjected to weather, vandalism, etc.

Mounting the F702

- Locate the appropriate area for the F702.
- Place the F702 approximately 4-5 feet above the ground (and level) so that the users are comfortable when interacting with it.

  If the terminal is placed too high or too low, it will require users to reach up or down, most likely causing them to place his/her finger in awkward varying angles in relation to the fingerprint sensor.

  By placing the terminal at a comfortable height users will experience fewer fingerprint read-errors.

- Create conduits for the power cable and network cable so that the enclosed wiring running from the terminal to the wall is properly shielded.
- Remove the screw at the bottom of the F702 when held vertically
- Removing this screw allows you to separate the F702 from its back plate.
- Attach the back plate of the F702 on to the wall. Then connect the power and network cables from behind the back plate.
- Reconnect the F702 to the back plate by re-fastening the previously removed screw.

Date and Time Setup

To change the date and time, press the ***MENU*** key;

.

The Menu will then display.

```
Menu                ▼
▶User Manage
```

Scroll with the ▲/▼ keys and place the cursor (►) alongside "Options". Press the **OK** key.

Scroll with the ▲/▼ keys and place the cursor (►) alongside "System Opt". Press the **OK** key.

Scroll with the ▲/▼ keys and place the cursor (►) alongside "Date Time". Press the **OK** key.

Once in the YYYY-MM-DD 24H screen, use the scroll ▲/▼ keys to move between data fields.

Set the date and time.

Press the **OK** key to accept changes.

Press the **ESC** key to cancel changes.

Fingerprint Enrollment:

Users (not including Admins, Supervisors or Enrollers) have NO "administrative" access to the F702, but can gain door access and have his/her attendance recorded.

Note:

Until an actual "Administrator" is enrolled in the F702, ALL "users" enrolled on the F702 have "temporarily" have administrative access. Therefore it is important to enroll an "administrator" on the F702 soon after initial installation.

"Users" can enroll with three methods;

- **Fingerprints**
- **Passwords**
- **Fingerprints and Passwords**

Enroll Fingerprint (for Users)

To start Fingerprint enrollment, press the **MENU** key on the F702.

Scroll with the ▲/▼ keys and place the cursor (►) alongside "User Manage"

```
Menu          ▼
►User Manage
 Options
 PenDrive Mng
```

Press the **OK** key.

Scroll with the ▲/▼ keys and place the cursor (►) alongside "Enroll User".

```
User Manage      ▼
►Enroll User
 FPCard Mng
 Enroll Admin
```

Press the **OK** key.

Scroll with the ▲/▼ keys and place the cursor (►) alongside "Enroll FP".

```
Enroll User      ▼
►Enroll FP
 Enroll Pwd
 FP & Pwd
```

Press the **OK** key.

The F702 will prompt you;

```
Enroll FP
  New Enroll?

ESC          OK
```

If this is a NEW User, then press **OK**

The F702 will then prompt you with the next available User ID

```
     New Enroll

  UserID 00001-0
  ESC        OK
```

If no user has yet been enrolled on the F702, the next available User ID# will be 00001.

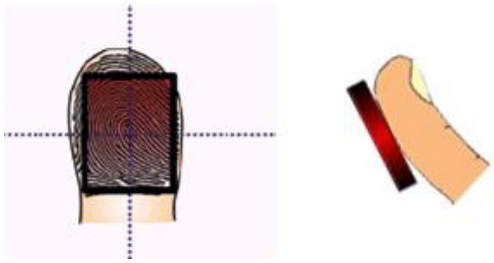
Press the **OK** key to accept 00001, or manually key in a different number if desired.

The F702 will then prompt;

New Enroll 00001-0 Place Finger . . . ESC/Exit

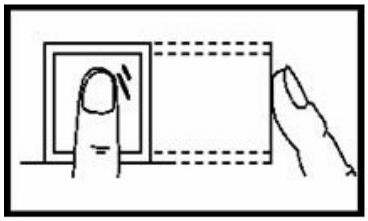
Remember the rules for proper finger placement;

The user's finger should completely cover the sensor. The finger should be placed flat and in the center of the sensor. The finger should cover at least 80% of the sensor as shown below:

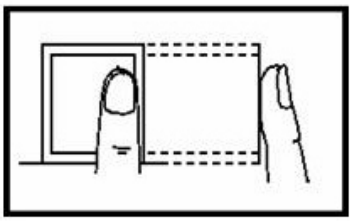


The finger should NOT be placed in the following positions:

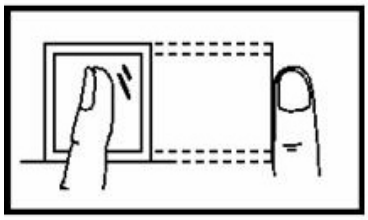
Not flat



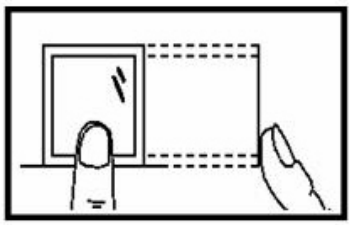
Not centered



Not flat



Not centered



Place your finger on the sensor for a full 2 seconds.

After the F702 scans your fingerprint successfully, it will "beep" and then prompt you briefly with;

New Enroll 00001-1 Remove Finger ESC/Exit

Then you'll be prompted;

New Enroll 00001-1 Second Press ESC/Exit

Remove your finger, and then place your finger on the sensor a 2nd time. Again, you'll be prompted briefly;

New Enroll 00001-1 Remove Finger ESC/Exit

Remove your finger, and then place your finger on the sensor a 3rd and final time. You'll then be prompted;

New Enroll 00001-0 ESC OK (Save)

Press the **OK** key to accept the newly enrolled finger.

UserID 0001 has now been successfully enrolled with one fingerprint.

The F702 will then prompt you with;

```
New Enroll
   Continue?

ESC            OK
```

If you wish to continue enrolling additional users, press the **OK** key and follow the same procedures.

If you're finished enrolling additional users, press the ESC key.

When pressing ESC, the F702 will prompt you;

```
   Backup Enroll
     Continue?
   UserID 0001
   ESC      OK
```

If you wish to add a "backup finger" for UserID 00001 press the OK key.

Note:

Ideally, we recommend enrolling two fingers of each hand so that in case of injury of one hand the user can use the finger of the other hand as a backup. It is recommended to enroll left or right index finger and left middle or right middle fingers.

After enrolling one or more fingerprints to UserID 00001 press the **ESC** key.

You'll note pressing the **ESC** key takes you back to the previous menu;

```
Enroll User        ▼
►Enroll FP
 Enroll Pwd
 FP & Pwd
```

Press **ESC**

```
User Manage        ▼
►Enroll User
 FPCard Mng
 Enroll Admin
```

Press **ESC**

```
Menu               ▼
►User Manage
 Options
 PenDrive Mng
```

Continue pressing the ESC key until you return to the Start-Up window;

```
Welcome   Check-In
      HH:MM
MM/DD/YY  DAY
```

Note:
The actual current date/time will appear.

Test the newly enrolled fingerprint by having UserID 0001 place his/her finger on the sensor.

If successful, the F702 will prompt with an audible "*Thank you*", and the screen will display;

```
Verify

  Pin: 00001
  Verified.
```

Note:
The F702 will make a note in its transaction log that User ID 0001 accessed the F702. This information can be used for Time & Attendance software applications and/or for door access.

Note:
If the fingerprints of certain users are unable to be enrolled successfully, you may use the ***Enroll Pwd*** (instead of ***Enroll FP***) option for those users.

This will allow the user to choose a password/PIN# (up to 4 digits) instead of his/her fingerprint (similar to how a cash machine/ATM works).

Once all the users are enrolled, it's advised to enroll a system **Administrator**.

Once an Administrator is enrolled, normal users will no longer be able to access the Menu and make unauthorized changes.

The enrollment procedure for Admin(s) is the same as for user(s). But instead of selecting Enroll User, scroll down and select Enroll **Admin,** instead.

Press the **MENU** key to begin;

Scroll with the ▲/▼ keys and place the cursor (►) alongside "User Manage". Press **OK**.

Scroll with the ▲/▼ keys and place the cursor (►) alongside "Enroll **Admin**". Press **OK**.

Scroll with the ▲/▼ keys and place the cursor (►) alongside "Enroll FP". Press **OK**

Press **OK** to accept the default User ID, or manually enter a preferred User ID and press **OK**

Remove Enrolled User

Press the **MENU** key to begin;

Scroll with the ▲/▼ keys and place the cursor (►) alongside "User Manage". Press **OK**.

Scroll with the ▲/▼ keys and place the cursor (►) alongside "Delete". Press **OK**.

Enter the User ID of the user you wish to delete. Press **OK**

The F702 will prompt you to confirm you wish to delete the fingerprint(s). Press **OK**

The F702 will prompt you to confirm you wish to delete the User. Press **OK**

The F702 will prompt you to confirm you wish to delete the User again. Press **OK**

Set Communications Options:

Press the **MENU** key to begin

Scroll with the ▲/▼ keys and place the cursor (►) alongside "Options". Press **OK**.

Scroll with the ▲/▼ keys and place the cursor (►) alongside "Comm Opt". Press **OK**.

Available communication options will display;

- IP Address
- NetMask
- Gateway
- Net Speed
- Baud Rate
- Dev Num
- RS232
- RS 485
- COMM Key

Scroll with the ▲/▼ keys and place the cursor (►) alongside the desired Comm option.

Press **OK**.

Enter additional Communication settings, each time pressing **OK** to accept.

Note:

Set the ***Dev num*** as 1

If you have more than one terminal being installed, make sure each terminal has a unique device number.

Set the ***IP Addr*** for the F702 if you are using TCP/IP connectivity.

Record the IP address of each F702 you've installed.
These IP addresses are used to identify the F702s.

If using Serial communication then match the F702's Baud Rate with the serial port of the connecting computer.