QUICK START GUIDE FOR US700

Items included when your package arrives;

- Fingerprint terminal (US700).
- Screwdriver Tool
- Quick start Guide

Important Notes

- Do not place the US700 outdoors without adequate protection from weather.
- Do not place the US700 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 US700 in a vulnerable location where it might be subjected to weather, vandalism, etc.

Mounting the US700

- Locate an appropriate area for the US700.

- Place the US700 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 the enclosed wiring running from the terminal to the wall is properly shielded.

    - Remove the screw at the bottom of the US700 when held vertically

- Removing this screw allows you to separate the US700 from its back plate.

- Attach the back plate of the US700 to the wall then connect the power and network cables from behind the back plate.

- Reconnect the US700 to the back plate by re-fastening the previously removed screw.

Date and Time Setup

To change the date and time, press menu.

The menu will then display

```
Menu                    ▼
▶User Manage
```

Scroll with the ▲/▼ keys and place the cursor (▶) beside options and press OK.

Place the cursor (▶) beside system opt and press OK.

Place the cursor (▶) beside date time and press OK.

Once in the YYYY-MM-DD 24H screen, set the date and time using the number pad.

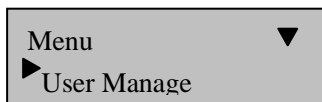To scroll between data fields, use the ▲/▼ keys.

To accept date and time changes, press OK.

If you would like to cancel any changes, press F1/C at any time.

To change the time format, press menu.

The menu will display.

```
Menu                    ▼
▶User Manage
```

Use the scroll ▲/▼ keys to place the cursor (▶) beside options and press OK.

Place the cursor (▶) beside system opt and press OK.

Place the cursor (▶) beside time fmt and press OK.

Use the scroll ▲/▼ keys to change the time format to a 12H or a 24H setting.

Press OK to confirm changes.

If you would like to cancel any changes, press F1/C at any time.

Daylight Savings Time Setup

To set up daylight savings, press menu.

Use the scroll ▲/▼ keys to place the cursor (►) beside options and press OK.

Place the cursor (►) beside system opt and press OK.

Place the cursor (►) beside dlst and press OK.
Use the scroll▲/▼ keys to select Y or N and press OK to confirm.

If you would like to cancel any changes, press F1/C.

Scroll down to date mode. If it is not on Mode1, use the scroll keys to change it to this setting.

Press OK to save changes.

Scroll down to enter dlst and press OK.

Use the scroll keys to change between data fields and the number pad to enter in the date and time.

When set, press OK.

Press F1/C four times to return to the start-up window.

Note:
If you would like to cancel any changes during this process, you can press F1/C at any time.

Fingerprint Enrollment:

Users (not including Admins, Supervisors or Enrollers) have no administrative access to the F702B.

Note:
Until an actual administrator is enrolled in the F702B, all users enrolled in the F702B have temporary administrative access. Therefore, it is important to enroll an administrator in the F702B

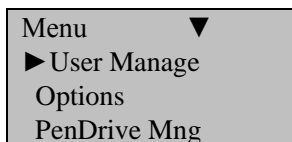shortly after installation.

Users can enroll using three methods:

- **Fingerprints**
- **Passwords**
- **Fingerprints and Passwords**
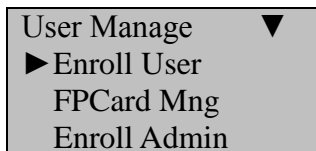
Enroll Fingerprint (for Users)

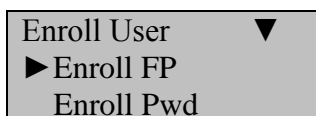To start fingerprint enrollment, press menu.

Use the scroll ▲/▼ keys and place the cursor (►) beside user manage and press OK.

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

Place the cursor (►) beside enroll user and press OK.

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

Place the cursor (►) beside enroll FP and press OK.

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

FP & Pwd

The F702B will prompt you for a new enroll as seen below.

```
Enroll FP
   New Enroll?

F1/C          OK
```

If this is a new user, press OK.

If no user has been enrolled on the F702B, the next available user ID will be 00001.

If not, the F702B will provide you with the next available user ID.

```
   New Enroll

   UserID 00001-0
   F1/C          OK
```

Press OK to accept 00001.

Note:
If user ID 0001 is used, then the F702B will provide you with the next available number or, you can manually enter in a different number.

The F702B will then prompt you for finger placement.

```
   New Enroll
   00001-0
   Place Finger . . .
      F1/C/Exit
```
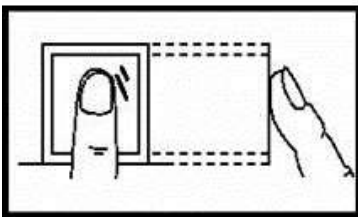
Remember the Rules for Proper Finger Placement

The user's finger should cover at least 80% of the sensor. The finger should be placed flat and in the center of the sensor as seen below.
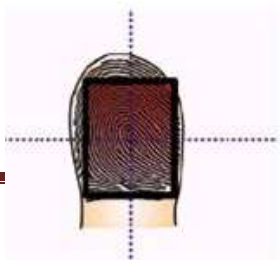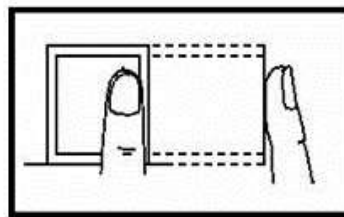
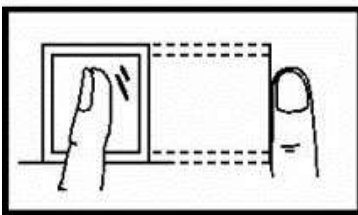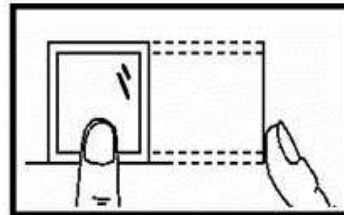## *The finger should NOT be placed in the following positions:*

Not flat

Not centered

Not flat

Not centered

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

After the F702B scans your fingerprint successfully, it will beep and prompt you to remove your finger as seen below.

```
    New Enroll
      00001-1
    Remove Finger
     F1/C/Exit
```

Then the F702B will prompt you to place the same finger on the scanner for a second time.

```
    New Enroll
      00001-1
    Second Press
     F1/C/Exit
```

If scanned successfully, the F702B will beep and prompt you to remove your finger.

```
    New Enroll
      00001-1
    Remove Finger
     F1/C/Exit
```

The F702B will prompt you to place your finger on the scanner for a third and final time.

```
    New Enroll
      00001-1
    Thrid Press
     F1/C/Exit
```

The F702B will beep for a final time if the fingerprint is scanned successfully.

Next, the F702B will prompt you to save new enroll as seen below.

```
 New Enroll
    00001-0


 F1/C          OK (Save)
```

Press OK to accept the newly enrolled finger.

User ID 0001 has now been successfully enrolled with one fingerprint.

The F702B will then prompt you to continue.

```
New Enroll
   Continue?


F1/C              OK
```

Note:

When you press F1/C, the F702B will prompt you for a backup enroll.

```
   Backup Enroll
     Continue?
   UserID 0001
   F1/C      OK
```

If you wish to add a backup finger for user ID 00001, press OK.

Note:

> We strongly recommend enrolling one finger on each hand. In case an injury occurs, the user can use the finger on the other hand as backup. It is recommended to enroll the left or right index finger and left middle or right middle fingers.

Note:

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

After enrolling one or more fingerprints to user ID 00001 press F1/C four times to return to the start-up window.

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

Note:

> The current date and time will appear.

Test the newly enrolled fingerprint by having user ID 0001 place their finger on the sensor.

If successful, the F702B will prompt with an audible *thank you* and the screen will display:
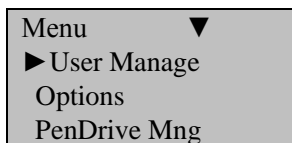
```
Verify

   Pin: 00001
   Verified.
```

Note:

The F702B will make a note in its transaction log that user ID 0001 accessed the F702B. This information is used for Time & Attendance software applications.
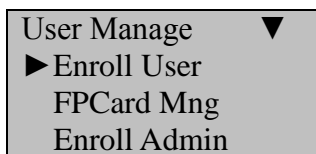
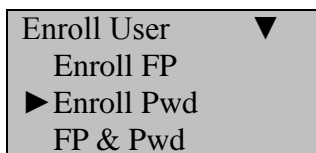## Password Enrollment:

Press menu.

Use the scroll ▲/▼ keys and place the cursor (▶) beside user manage and press OK.

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

Place the cursor (▶) beside enroll user and press OK.

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

Place the cursor (▶) beside enroll pwd and press OK.

```
Enroll User     ▼
  Enroll FP
▶Enroll Pwd
  FP & Pwd
```

The F702B will prompt you with the next available user ID.

```
    New Enroll
```
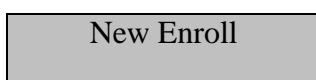
```
    UserID  00001
  F1/C         OK
```

If no user has been enrolled, the user ID will be 00001.

Press OK to accept 00001 or manually enter in a different number.

The F702B will allow you to choose a password/PIN number up to 4 digits long.

```
    New Enroll


  Input Pwd
  F1/C         OK
```

After entering in your password/PIN number, press OK. The F702B will prompt you to re-enter your password/PIN number. After entering it for a second time, press OK to confirm.

```
    New Enroll


  Input Pwd
  Pwd Affirm
```

The F702B will prompt you to save your password/PIN number.

```
    New Enroll


     00001-P
  F1/C      OK(Save)
```
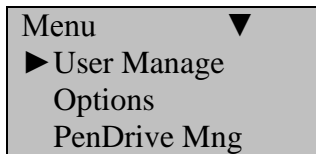
Press OK to save password or press F1/C to cancel.

Note: Pressing OK and F1/C four times will return you to the start-up window as seen below.

```
  Enroll User      ▼
  ►Enroll FP
    Enroll Pwd
    FP & Pwd
```
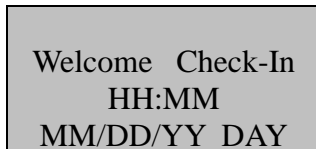
Press F1/C.

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

Press F1/C.

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

Press F1/C.

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

Administrator Enrollment

Once all the users are enrolled, it is advised to enroll a system administrator.

Once an administrator is enrolled, normal users will no longer have access to the menu to make unauthorized changes.
The enrollment procedure for administrators is similar to that of users. Instead of selecting enroll user, scroll down and select enroll admin.

Press menu.

Use the scroll ▲/▼ keys and place the cursor (►) beside user manage and press OK.

Place the cursor (►) beside enroll admin and press OK.

Place the cursor (►) beside enroll fp and press OK.

The F702B will prompt you with the next available ID. Press OK to accept or manually enter in a different number.

Next, you will select an administrator type. We recommend picking supervisor since they will have access to all clock functions. Use the scroll keys to select this option and press OK.

Follow the same procedures to enroll a user to finish enrolling an administrator.

Remove Enrolled User

Press menu.

Use the scroll ▲/▼ keys and place the cursor (▶) beside user manage and press OK.

Place the cursor (▶) beside delete and press OK.

Enter the user ID of the user you want to delete and press OK.

The F702B will prompt you to confirm deleting the user's fingerprint(s). Press OK to proceed.

The F702B will prompt you to confirm deleting the user. Press OK.

The F702B will prompt you to delete the user for a final time. Press OK to confirm.

Set Communications Options

Press menu.

Use the scroll ▲/▼ keys and place the cursor (▶) beside options and press OK.

Place the cursor (▶) beside comm. opt and press OK.

Available communication options will display:

- IP Address
- NetMask
- Gateway
- Net Speed
- Baud Rate
- Dev Num
- RS 232
- RS 485
- COMM Key

Place the cursor (▶) beside the desired Comm option and press OK to change that option.

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 F702B if you are using TCP/IP connectivity.

Record the IP address of each F702B you've installed.
These IP addresses are used to identify the F702Bs.

If using Serial communication then match the F702B's Baud Rate with the serial port of the connecting computer.