

## QUICK START GUIDE FOR T4/A10/X628/B1



### Items included when your package arrives;

- Fingerprint terminal (T4/A10/X628/B1).
- Screwdriver Tool
- Quick start Guide

### Important Notes

- Do not place the T4/A10/X628/B1 outdoors without adequate protection from weather.
- Do not place the T4/A10/X628/B1 under strong light.
- Use regulated 5V DC 1.5A power source (supplied from door control panel or separately purchased power supply).
- Do not place the T4/A10/X628/B1 in a vulnerable location where it might be subjected to weather, vandalism, etc.

### **Mounting the T4/A10/X628/B1**

- Locate the appropriate area for the T4/A10/X628/B1.
- Place the T4/A10/X628/B1 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.

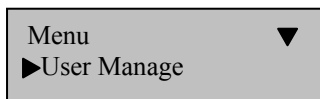
- Create conduits for the power cable and network cable so that the enclosed wiring running from the terminal to the wall is properly shielded.
  - Remove the screw at the bottom of the T4/A10/X628/B1 when held vertically
- Removing this screw allows you to separate the T4/A10/X628/B1 from its back plate.
- Attach the back plate of the T4/A10/X628/B1 on to the wall. Then connect the power and network cables from behind the back plate.
- Reconnect the T4/A10/X628/B1 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.



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 T4/A10/X628/B1.

#### **Note:**

Until an actual “Administrator” is enrolled in the T4/A10/X628/B1, ALL “users” enrolled on the T4/A10/X628/B1 have “temporarily” have administrative access. Therefore it is important to enroll an “administrator” on the T4/A10/X628/B1 soon after initial installation.

“Users” can enroll with three methods;

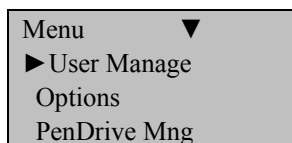
- **Fingerprints**
- **Passwords**
- **Fingerprints and Passwords**

### **Enroll Fingerprint (for Users)**

To start Fingerprint enrollment, press the **MENU** key on the T4/A10/X628/B1.



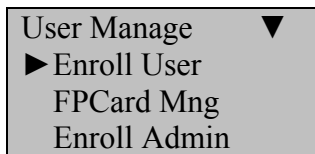
Scroll with the ▲/▼ keys and place the cursor (▶) alongside “User Manage”



Press the **OK** key.

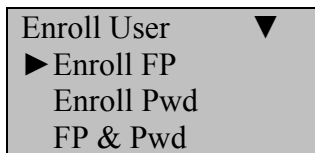


Scroll with the ▲/▼ keys and place the cursor (▶) alongside “Enroll User”.



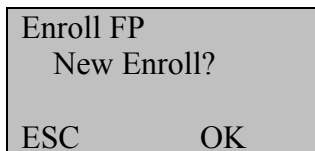
Press the **OK** key.

Scroll with the ▲/▼ keys and place the cursor (▶) alongside “Enroll FP”.



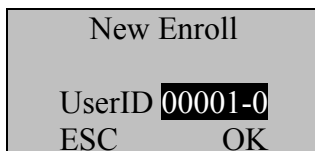
Press the **OK** key.

The T4/A10/X628/B1 will prompt you;



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

The T4/A10/X628/B1 will then prompt you with the next available User ID



If no user has yet been enrolled on the T4/A10/X628/B1, the next available User ID# will be 00001.

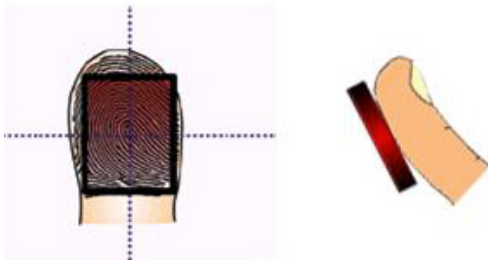
Press the **OK** key to accept 00001, or manually key in a different number if desired.

The T4/A10/X628/B1 will then prompt;

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

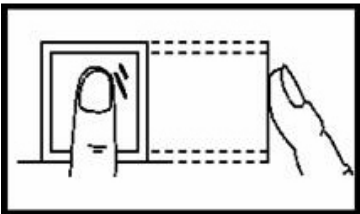
Remember the rules for proper finger placement:

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:

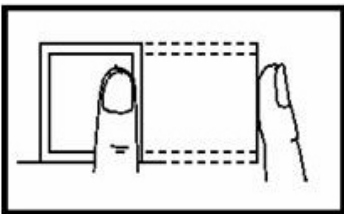


*The finger should NOT be placed in the following positions:*

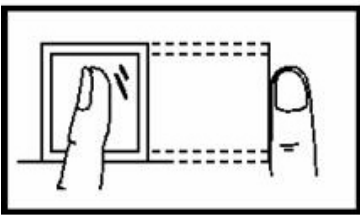
Not flat



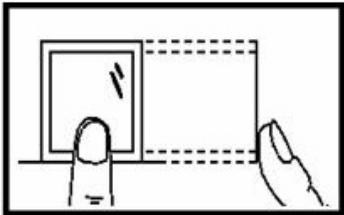
Not centered



Not flat



Not centered



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



After the T4/A10/X628/B1 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 2<sup>nd</sup> 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 3<sup>rd</sup> 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 T4/A10/X628/B1 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 T4/A10/X628/B1 will prompt you;

Backup Enroll Continue?	
UserID <b>0001</b>	
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**

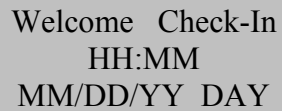
User Manage ▼
▶ Enroll User
FPCard Mng
Enroll Admin

Press **ESC**

Menu ▼
▶ User Manage
Options
PenDrive Mng



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



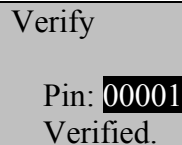
Welcome Check-In  
HH:MM  
MM/DD/YY DAY

**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 T4/A10/X628/B1 will prompt with an audible “*Thank you*”, and the screen will display;



Verify  
Pin: 00001  
Verified.

**Note:**

The T4/A10/X628/B1 will make a note in its transaction log that User ID 0001 accessed the T4/A10/X628/B1. This information is used for Time & Attendance software applications.

**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 T4/A10/X628/B1 will prompt you to confirm you wish to delete the fingerprint(s). Press **OK**

The T4/A10/X628/B1 will prompt you to confirm you wish to delete the User. Press **OK**

The T4/A10/X628/B1 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 T4/A10/X628/B1 if you are using TCP/IP connectivity.

Record the IP address of each T4/A10/X628/B1 you've installed.  
These IP addresses are used to identify the T4/A10/X628/B1s.

If using Serial communication then match the T4/A10/X628/B1's Baud Rate with the serial port of the connecting computer.