



Welcome to the Easy Time Clock **US100C-ID** Fingerprint and Proximity Card Reader quick easy setup instructions. Before using, please read this manual carefully to avoid unnecessary damages! Please don't place the product in the place with strong light, because the strong light may significantly affect the fingerprint scanning, and thus cause the fingerprint verification fail.

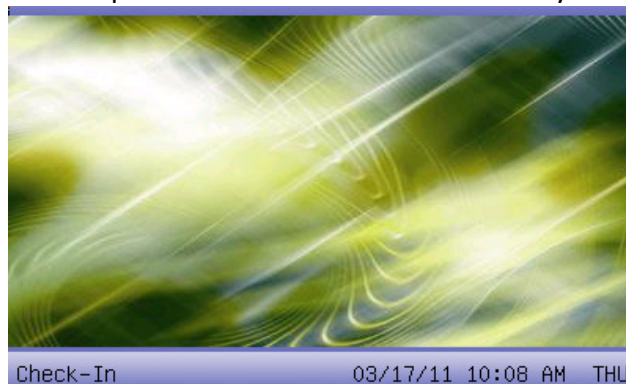
Don't place the terminal in an area where the temperature exceeds 104F or 040C. US100C proper working temperature range is 104F or 040C. If the temperature of the machine gets too hot, the device will be affected easily, such as, the slower reaction speed and the reduced passing rate. If mounted outdoors, place the unit in a shaded well ventilated area and/or use cooling equipment to keep the area temperature controlled.

There are seven easy steps to configure your terminal. 15 minutes approx time.

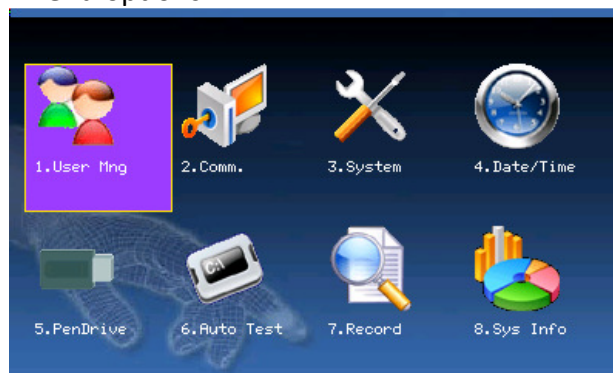
## STEP 1

**Setup US100C-ID– Install unit on wall with Ethernet connection according to instructions**

1) **Power on the system** will boot up and show this screen when ready.



2) Press **M/OK** to go to your **menu** options

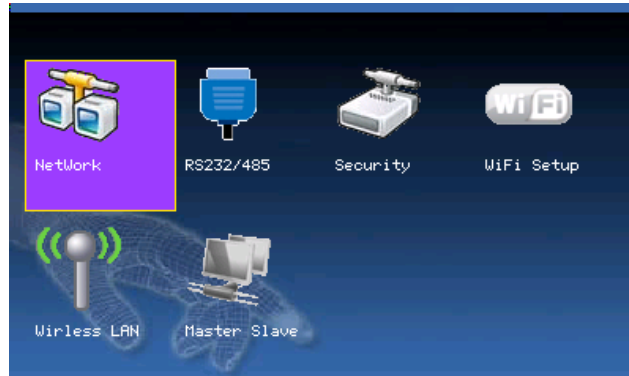


3) Move to **2. Comm.** and press **M/OK**  
(Press the \*/> key to move right)

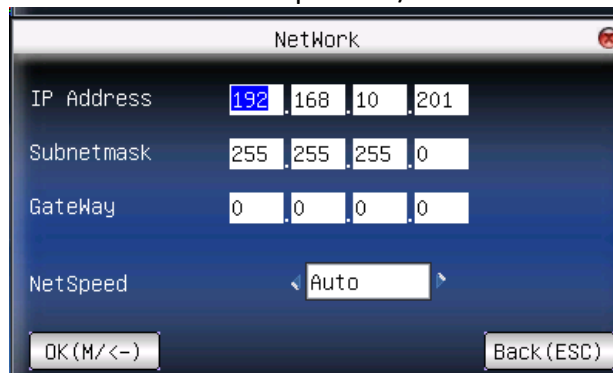




4) On **Network**, press **M/OK** – Ethernet connection.



5) Enter the **IP Address** of your network and save press M/OK



**Ethernet Connection:** When Ethernet is used for communication of device and PC, the following settings need to be checked:

- Device IP address:** IP is 192.168.1.201 by default. You may assign a new IP address for the US100C terminal.
- Subnet mask:** It is 255.255.255.0 by default. You can modify it if it is necessary.
- Gateway address:** Enter the IP address of your router.
- Net speed:** Set the speed according to the LAN where the device is.

6) Press **ESC** all the way out of the maintenance screens

7) **Reboot the US100C** by unplugging and re-plugging it.

## STEP 2

### Enter In Card Number and Download Your Employee Names From your Easy Time Clock account

1) Login as **Admin** into your Easy Time Clock account

2) Go to **Main Menu | Employee Maintenance | Fingerprint and ID Card Clock Download** page and make sure your US100C-ID.



3) Go to **Main Menu | Employee Maintenance | Payroll Setup** page to enter the Employee # for each employee. The reader requires an employee number to identify the employee. Maximum character numbers is 5 digits. The employee # and passwords need to be all numbers not starting with zero.

4) Enter the ID card number assigned to each employee and **save changes**.

5) **Select the employees to download to the US100C and click the Download button. The reader screen will display downloading names. *Caution: Wait until the reader's screen has finished processing the download before disconnecting the network or turning off the reader.***

Employee	Employee #	ID Card	Download	Download History
Admin	Admin	1234567	<input checked="" type="checkbox"/>	
Bridgette	1	4567894	<input checked="" type="checkbox"/>	



\*\*To see the downloaded employee list in the terminal go to **M/OK – User Mng – M/OK - \*/> - Manage – M/OK**

### STEP 3





#### Capture the fingerprints

1) At the US100C, go into **User Management and Manage**

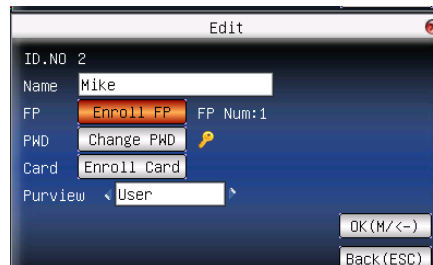
 **Important:**

- A)  means this employee is the administrator.
- B)  means password has been enrolled

ID.NO	Name	FP	PWD	Card
 1	Zeo	1		
2	Mike	1		
3	Sue	1		

2) **Highlight each name**, Press **M/OK**, press  to select  **Edit**, press **M/OK**  
(Press / to move up and down.)

3) The **Enroll FP** (Fingerprint) button will be **highlighted**, press **M/OK**



4) **Enroll the fingerprint** – Press the index finger of the right hand in the green LED reader screen of the terminal three times to capture the best print.



**\*\*Print Reading Poor:** If you do not get a good print reading, there will be an error message with the RED X and the terminal voice will say "Please Try Again".





**\*\*Print Reading Good:** When the reader is able to get a good print reading, you will display a message “Enroll Success: OK”

5) **Save print.** Do you want to save prompt pops up, press **M/OK**, and **ESC** when finished. Select the next employee from the list.

### 1.1 How to place a finger

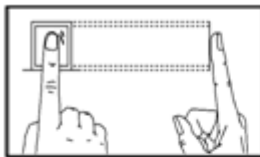
Fingerprint enrollment and identification shall be taken after downloading the employee list from the Easy Time Clock program.

### 2.1 Recommended fingers

It is recommended to use the index finger, middle finger or ring finger; avoid the thumb and little finger .

### 3.1 Place a finger

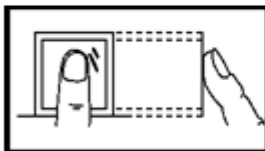
#### Proper press:



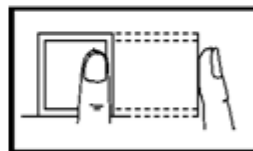
Make finger center pressed  
on the sensor window

#### Improper press:

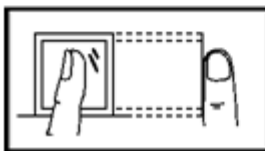
##### Upright



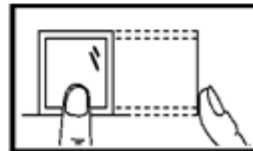
##### Too lean



##### Slant



##### Too downward



**Notice:** Please adopt the correct way to place a finger when enrolling and identifying, to avoid the lower identification caused by unnecessary operations.

## STEP 4

### Test the Card and Fingerprint

1) Test clocking in with the card by placing the card in front of the sensor area and Test the fingerprint by placing the finger on the sensor area.

Employee can now clock in and out using just the fingerprint without a password or ID card. When print is accepted the system will show the name of the employee and the clock in or out time displayed.



2) Look at the Detailed Report in Easy Time Clock to see the clock in.

Pay Status	Employee	Date	Work		Break / Lunch		Hours	Type	Out of Office Note	Day	Week
			In	Out	Out	In					
Hourly	Reese, Bob	Sat 8/6/2011	3:41 PM	5:44 PM <i>(Update Display)</i>			2h 3m	Wrk	.	2h 3m Wrk	2h 3m Wrk

**Now your employees are ready to use the US100C-ID to clock in and out.**



## STEP 5 – **IMPORTANT!!**


### Setup Fingerprint/ID Reader Administrator:

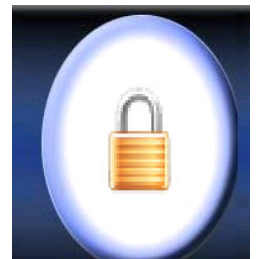
**Limit the Manage functions** (the **M/OK** button) to require a fingerprint or password. By default, anyone can enter the Manage area. To limit this, set one or more people to be Administrators.

- 1) Enter **Manager Menu (M/OK)**
- 2) Go to **User Manager**
- 3) Go to **Manage**
- 4) Select the **ID.No** is set as administrator (during the download, the ID.NO of 9999 was added to help with this)
- 5) **Edit**
- 6) Change **Purview** from **User** to **Admin**
- 7) **Save**

## 😊 **Important:**

- 1)  means this employee is the administrator.
- 2)  means password has been enrolled









**Note:** If the screen says "**Admin Affirm 1**" and shows a picture of a padlock , the finger printer reader has been set to require an administrator to access the management features. The number shown with Admin Affirm is the number of users with administrator access. To enter the management features simply use the administrator's finger print. If the administrator is no longer available or was never set, contact us for help resetting the administrator requirement.





**STEP 7 --OPTIONAL --**


**Enroll Password**










- 1) At the US100C, go into **User Management** and **Manage**
- 2) Highlight each name, Press **M/OK**, press  to select  , press **M/OK** (Press / to move up and down.)
- 3) Press  select **Enroll PW** (Password) button, press **M/OK**
- 4) **Input Password:** Type in 8 digit password. (All numbers not starting with zero.)
- 5) Press  select to move cursor to the next PW field and type the password again to “Affirm” password, press **M/OK** to save,
- 6) Press **Esc** popup to save PW, select **M/OK** for Yes.
- 7) Go to back to the employee list.
- 8) Press / to move the cursor or selection. **Follow the same instructions for all of the employees.**

ID.NO	Name	FP	PWD	Card
1	Zeo	1		
2	Mike	1		
3	Sue	1		

**Change Password:**

- 1) At the US100C, go into **User Management** and **Manage**

ID.NO	Name	FP	PWD	Card
1	Zeo	1		
2	Mike	1		
3	Sue	1		

- 2) Highlight each name, Press **M/OK**, press  to select  , press **M/OK** (Press / to move up and down.)
  - 3) Press  select **Change PWD** (Password) button, press **M/OK** 
  - 4) **Input Password:** Type in 8 digit password. (All numbers not starting with zero.)
  - 5) Press  select to move cursor to the next PW field and type the password again to “Affirm” password, press **M/OK** to save,
  - 6) Press **Esc** popup to save PW, select **M/OK** for Yes.
  - 7) Go to back to the employee list.
  - 8) Press / to move the cursor or selection.
- Follow the same instructions for all of the employees.

- (How to switch to type letters follow the T9 Input below.)



## T9 Input

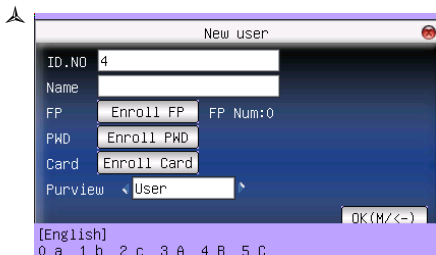
T9 means “Text on 9 keys.” It is commonly used on cell phones. The US100C uses a combination of keys to enter uppercase, lowercase, and symbols.

### Here is an overview:

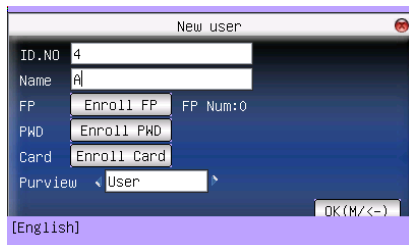
- 1) Arrow to get to the name text field, press the right arrow \*/ ► and you will see a gray bar at the bottom of the screen with the word **[English]** .
- 2) To get a letter, press the **number key with the letter you want** on it and you will see a second line with numbers followed by upper and lower case letters. Press the **number** to the left of the letter you want.
- 3) To get symbols, press the right arrow ► a second time and you will see the second row with numbers followed by symbols. To see more symbols, arrow down. You can select a symbol by pressing the number key or you can go back to Letters by pressing the right arrow again.
- 4) To remove letters, press the ◀/ ← for backspace to remove the letters.
- 5) Back to Numbers, press ESC key to go back to numbers.

### Here are the setups to enter a word that starts with a capital A:

- 1) Press the right arrow \*/ ► and you will see a gray bar with the word **[English]** on the bottom of the screen.
- 2) Press the **number 2** and you will see a second line with numbers followed by upper and lower case letters **A through C**.



- 3) Press the **number 3** to get the uppercase **A**.





## Cleaning Guidelines

From time to time, the surface of optical sensor lens, the keypad and LCD display screen will need to be cleaned to keep your reader in top performance. The optical sensor lens in the unit is delicate and requires special cleaning instructions so to not scratch or damage the lens. Please follow the cleaning guidelines to protect your unit from getting damaged.



### Cleaning the Keypad and LCD Display Screen

Turn off the unit before cleaning.

To clean the keypad and LCD display screen, moisten a soft non-scratch cloth with water or some other mild “all purpose” cleaning spray to clean, like multipurpose spray and wipe or 409 cleaner. It is recommended to dilute the cleaning solution with water. Do not spray or apply water directly on the reader. Test a small section of the keypad to make sure the cleaner will not remove the lettering from the keypad.

Lightly wipe the keypad and LCD screen with a damp cloth and air dry. Be sure the keypad and LCD screen is dry before turning on the reader. **DO NOT** put the reader under running water or immerse in water when cleaning.

### Cleaning the Optical Sensor Lens

Avoid scratching the lens by following the instructions below.  
Turn off the unit before cleaning the optical lens.

1. If dusty or gritty, first blow air on surface of the lens to clear off any loose particles.
2. It is recommended to first apply any scotch or adhesive tape to clean the surface of lens.

**Warning:** don't use water and the other cleaning agents for cleaning, which may damage the lens.

3. Use an optical lens cleaning product that is available at most office supply stores and computer supply stores. Use an optical lens cloth or wipes to gently wipe the lens to clean and air dry. Be careful not to scratch the lens when wiping the lens. If you see lint on the lens, lightly blow air on the lens after the sensor is dry.  
**Do Not** Use Cotton or Alcohol Wipes.

