



Welcome to the Easy Time Clock **US100C Fingerprint Reader** quick easy setup instructions. Before using, please read this manual carefully to avoid unnecessary damage!

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 to 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 five easy steps to configure your reader. Approximate setup time is 10/15 minutes. Call Customer Service if you need any assistance.

## STEP 1

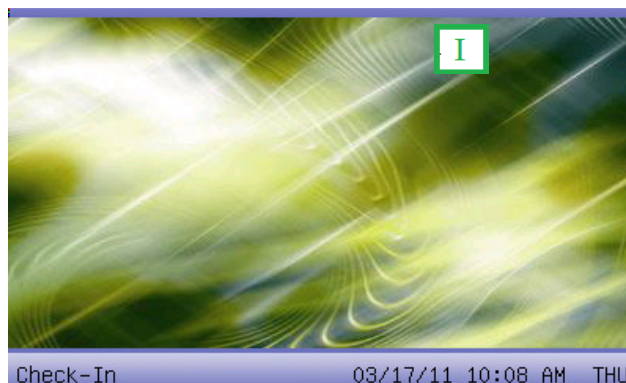
**Setup US100C**– Install unit on wall with Ethernet connection according to instructions

1) **Power on the system** will boot up and the reader will then search for your network.

a. **Searching for network** will display a green box in the upper right corner. 

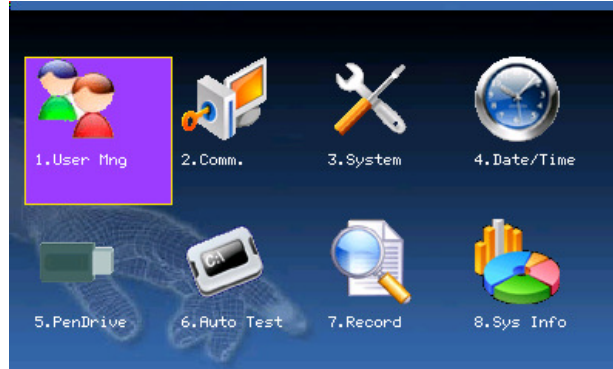
b. **Connected to network** will display a green box with a green letter "I"   
inside the green box.

The reader will find your network automatically to connect using DHCP.





2) Press **M/OK** to go to your **menu** options – Once your reader has connected to the network.



## STEP 2

### 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 | 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.

Employee	Employee #	Download
Bridge, Carol	230	<input checked="" type="checkbox"/>
Jones, John	561	<input checked="" type="checkbox"/>
Reese, Bob	546	<input checked="" type="checkbox"/>

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



4) **Select the employees** to download to the US100C and click the **Download** button (Request Processed)



\*\*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:**

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

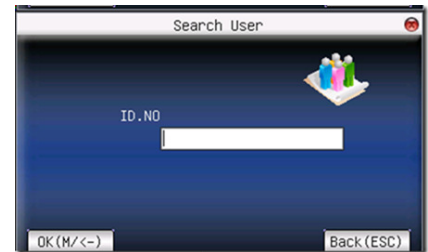
ID.NO	Name	FP	PWD	Card
 1	Zeo	1		
2	Mike	1		
3	Sue	1		

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

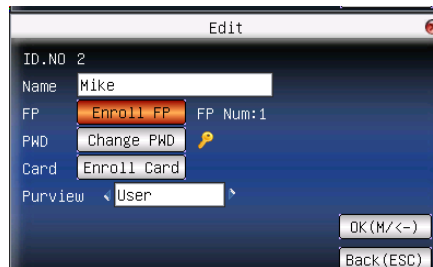
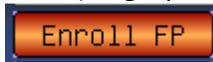


### Search Employee List by ID number

- On the **Manage** screen with the long list of employees, press **OK**.
- You will see a list of functions with **Search User** on top.
- Select Search User and press **OK** again and you will see the **search screen**.
- Enter the **employee number** and press **OK** and the employee will be highlighted.



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 installing US100 well.

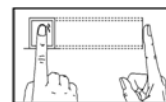
#### 2.1 Recommended fingers

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

#### 3.1 Place a finger

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

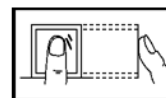
#### Proper press:



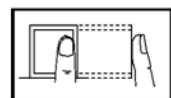
Make finger center pressed on the sensor window

#### Improper press:

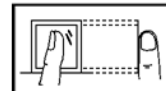
##### Upright



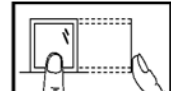
##### Too lean



##### Slant



##### Too downward





## STEP 4

### Test

- 1) Test clocking in with fingerprint at the US100C.  
Employee can now clock in and out using just the fingerprint without a password. 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 (Update Display)			2h 3m	Wrk	.	2h 3m Wrk	2h 3m Wrk

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

## STEP 5

### Setup Reader Administrator:

**Limit the Manage functions** (the **M/OK** button) to require a fingerprint or password. By default, anyone can enter the Manage Menu 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)  means this employee is the administrator.
- 5) **Edit**
- 6) Change **Purview** from **User** to **Admin**
- 7) **Save**

### Enroll Password- optional

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

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




means this employee is the administrator






means password has been enrolled







- 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 a maximum number of 8 digits. (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, arrow to go to the “**OK(M/< -)**” field (at the bottom left of the screen) & **highlight** that field & 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.
- 7) Press ▲/▼ to move the cursor or selection. **Follow the same instructions for all of the employees.**

### 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		


 means this employee is the administrator.  
 means password has been enrolled

- 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 a maximum number of 8 digits. (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, arrow to go to the “**OK(M/< -)**” field (at the bottom left of the screen) & **highlight** that field & 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.
- 7) Press ▲/▼ to move the cursor or selection. Follow the same instructions for all of the employees.



## 😊 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.



## T9 Input

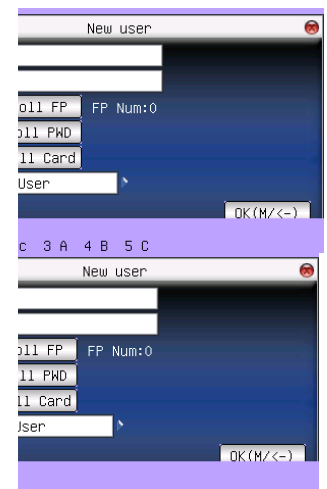
T9 means "Text on 9 keys." It is commonly used on cell phones. The US100C uses a combination of keys to enter uppercase, lowercase, and symbols.

### 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 button to get back to the 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.

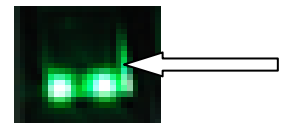
Lightly wipe the keypad and LCD screen with a damp cloth and air dry. Be sure the keypad and LCD screen is dry before turning on the reader. **DO NOT** put the reader under running water or immerse in water when cleaning.

### 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.