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### 1. Function Overview

Enrollment & Management Software is mini independent management software, and it's easy for user to manipulate. It is mainly used to manage the user data (user fingerprints and etc.) and the records.

**Refer to the following for detailed functions:**

- Manage user's basic information and records.
- Set the operator password to ensure the system security.
- Set the management function, read the device settings and set the parameters.
- Upload and download user's information from the device.
- Provide various database interfaces.

## 2. Installation Environment

### **Computer:**

Above Pentium I 66, more than 64M memory, at least 100M hard disk space is needed.

### **Operation system:**


- ❖ Microsoft Windows 98 (Second Edition)
- ❖ Microsoft Windows NT 4.0 (SP4 or Later Edition)
- ❖ Microsoft Windows 2000
- ❖ Microsoft Windows XP

Windows 2000 operation system and Pentium III 500, 128M memory is recommended.

## 3. Install and Uninstall Software

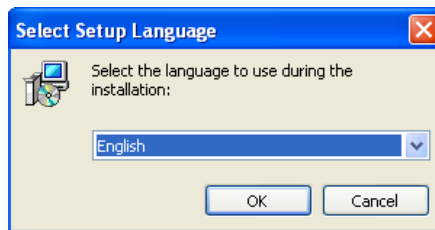
### 3.1 Install Software

Before installing your software, it is better to shutdown all the other application programs, in order to keep away conflict.

 **Note:** The following picture may differ from what you see upon CD installation. Please refer to the actual installation.

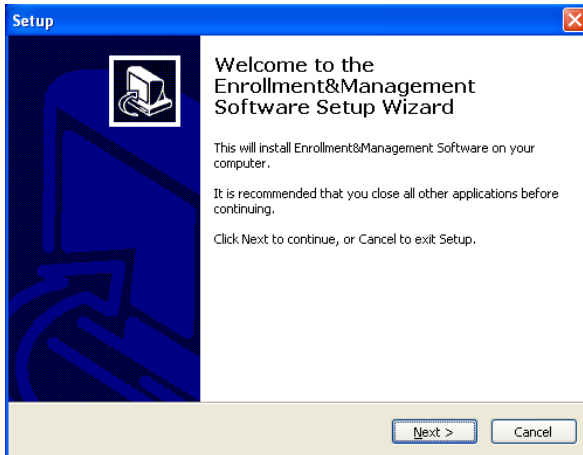
1. Please put the software CD into CD-ROM, it will run automatically and popup the language selection dialog.

2. The system supports three languages, Simplified Chinese, Traditional Chinese and English. Select the language, click [OK], and enter the following interface.

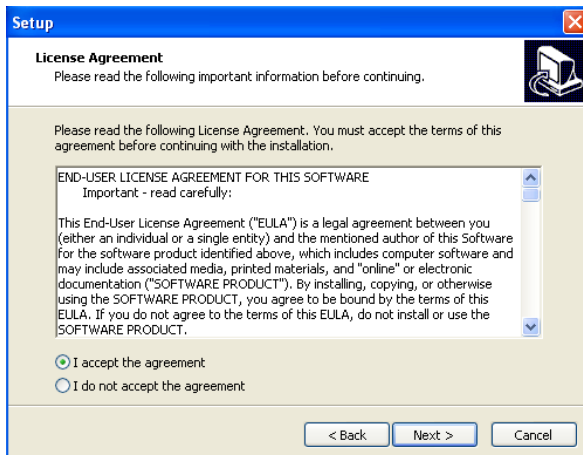


 **Note:** Press [Cancel] in this interface to stop the installation process.

3. Click [Next] in the system installation interface, start to install the software.



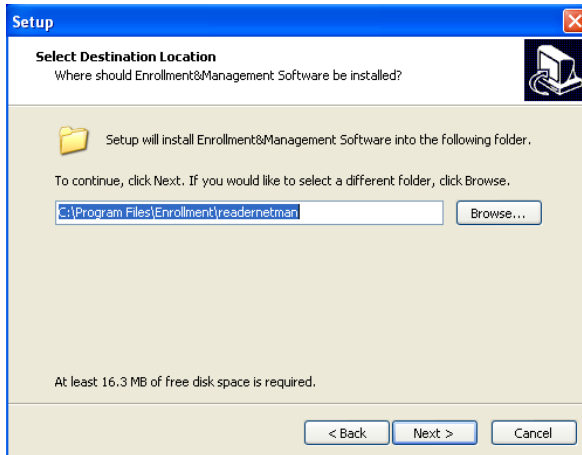
4. Please read the License Agreement carefully. If you want to install it please select [**I accept the agreement**], click [**Next**], and enter the following interface.



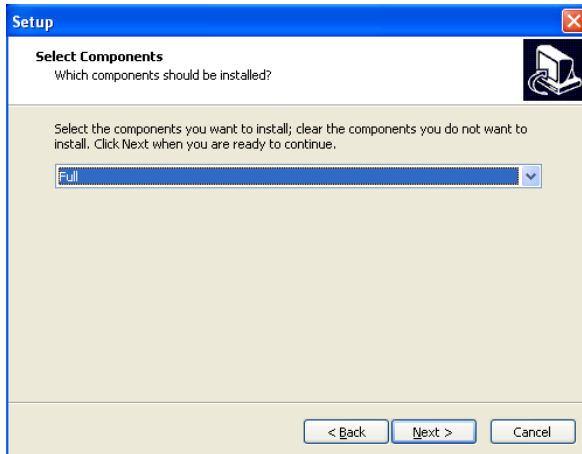
5. Select the folder where to install the software. Click [**Next**] to enter the following interface.

### 3. Install and Uninstall Software

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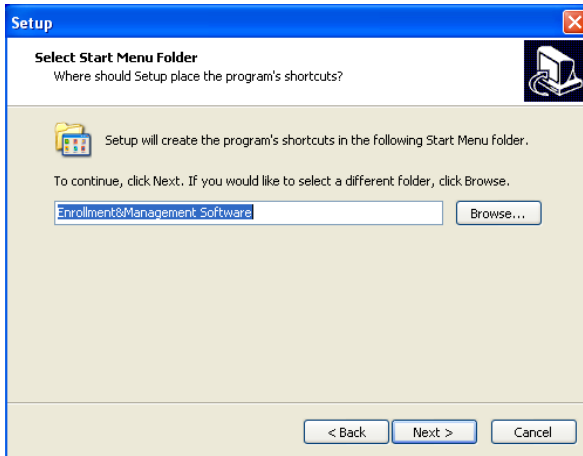


6. Select the component to install. It's recommended to select all components, and then click **[Next]**.



7. This interface is to confirm the shortcut which is created in **[Start]** -> **[Program]** menu. Click **[Next]** button, display the following interface.





8. Click [**Install**], the installing program will copy and write corresponding information into hard disk. When the installation completed, click [**Finish**] to complete the process.



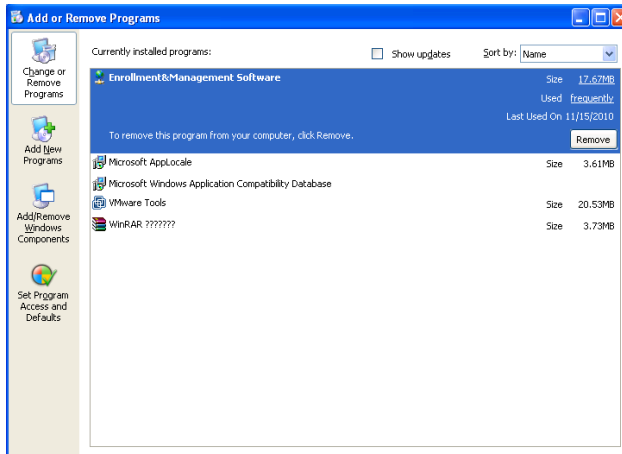
### 3.2 Uninstall Software

If you do not need to use this software any more, and want to uninstall it from your computer, then you may follow the steps below.

1. Close all the application software complete.

2. Enter Start -> Setting -> Control panel.

3. Enter **[Add or Remove Program]** window, choose **[Enrollment & Management Software]**, and click **[Remove]** button to uninstall.



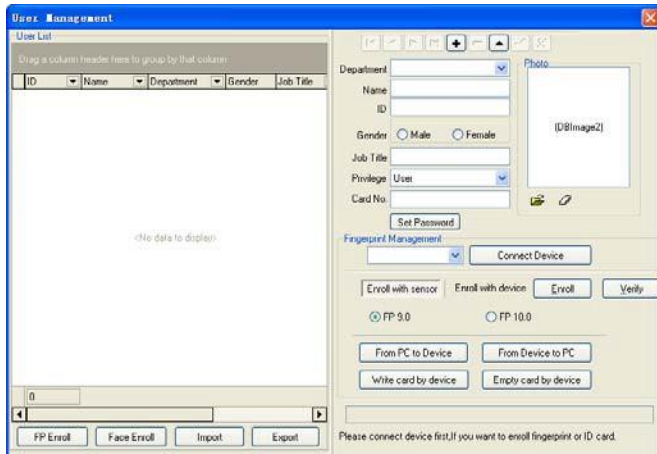
4. Like doing this, you still cannot delete all files. You need enter the installation directory of the software to delete the folder where the software is installed.

### 4. User Management

#### 4.1 Add User

##### Operation Steps:

1. Enter the user management interface: Click **[Basic Settings]** -> **[User Management]**, or click **[User Management]** shortcut in the main interface.



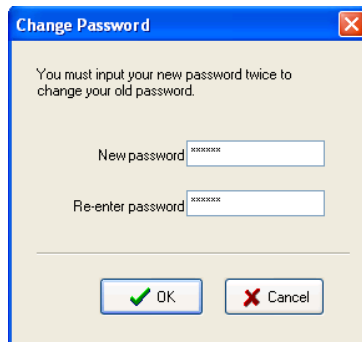
2. Click **“+”** button to add new user, as the figure above. Select user department (The new user belong to the department of **[company]** by default). Input user's number, name, card number (read through the card reader if it's available), select the user gender, privilege and so on.

3. Click **“📁”** button to select the user's photo. Then the added user's information will be shown on the user management interface.

## 4. User Management



4. Click [**Set Password**] and input the same password twice.



5. Enroll the user fingerprint, for details please refer to [5.2 Enroll User Fingerprint](#).

6. After editing, click “✓” to save, or click “✗” to cancel.

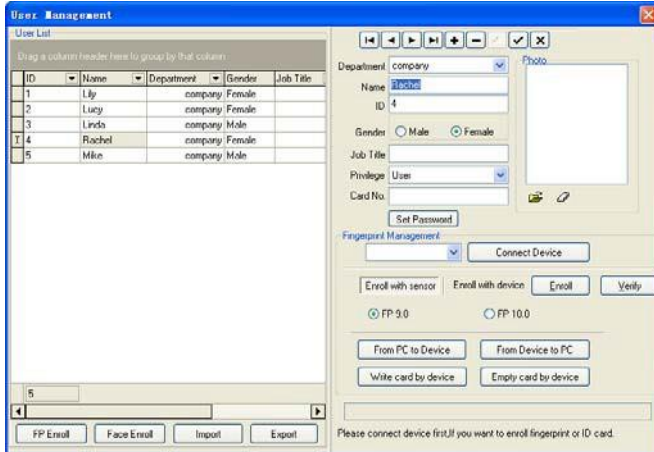
The new added user will display on the user management interface.

### 4.2 Modify User's Information

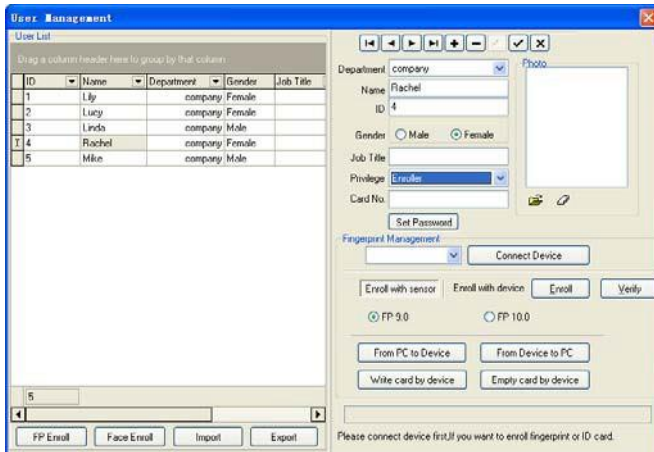
The user information can be input manually, or import from other software. After importing, you can modify the information by this function.

**Operation Steps:**

1. In user management interface, select the user you want to modify, click “▲” button to enter the edit state.



2. Modify the desired information. For example, change the user privilege from [User] to [Enroller], as the following interface.

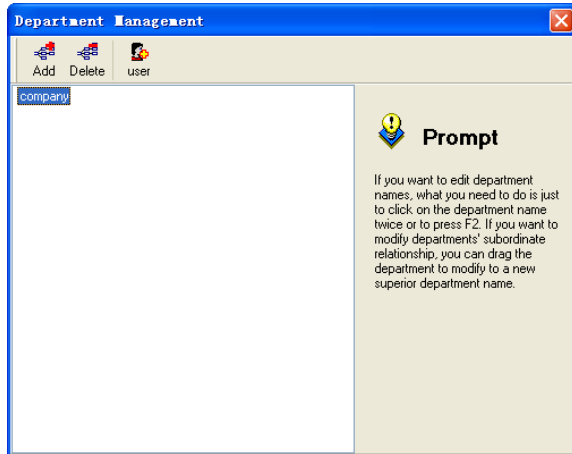


3. After editing, click “√” to save, or click “✕” to cancel.

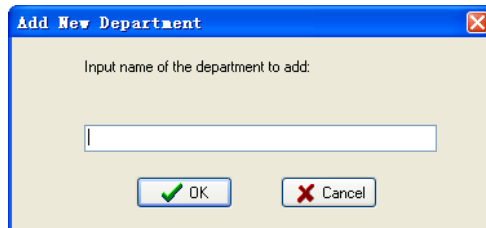
### 4.3 Department Management

#### 4.3.1 Add Department

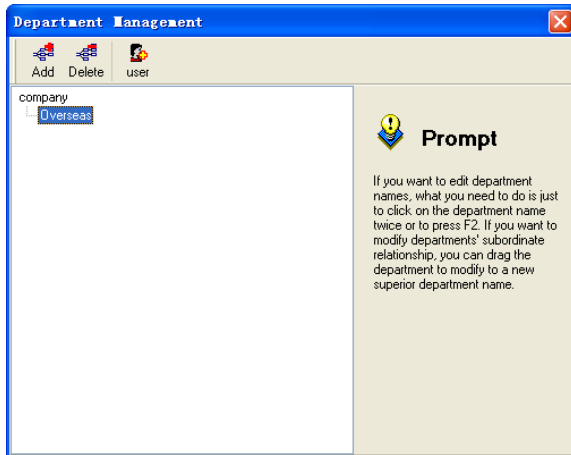
1. Enter [Department Management] interface: Click [Basic Settings] -> [Department], as shown below:



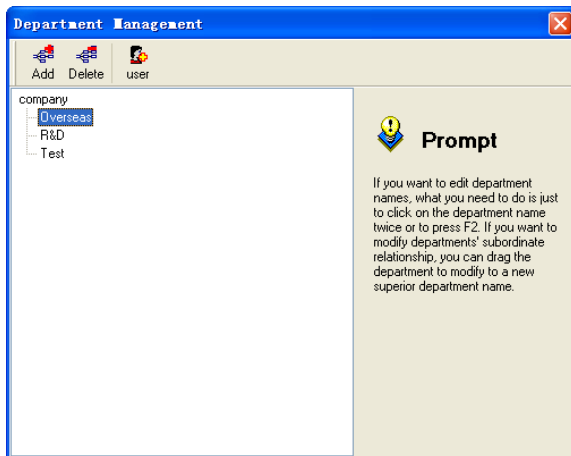
2. Click [Add] button and enter the [Add New Department] interface, as shown below:



3. Input the department's name, click [OK] to save, and the added new department is displayed under the [company] name.



4. Add other departments as step 2-3, thus the department is added to the list, as shown below:

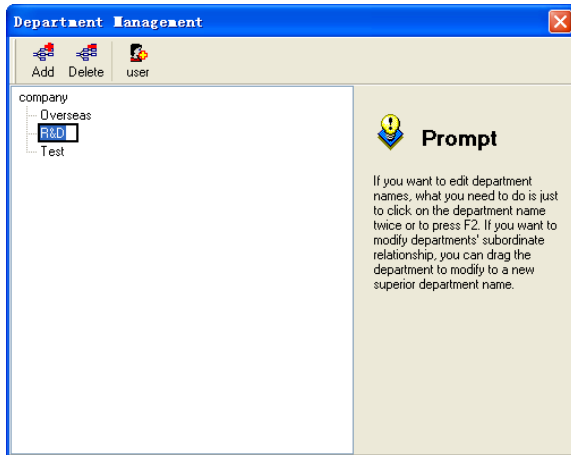


## 4.3.2 Modify Department

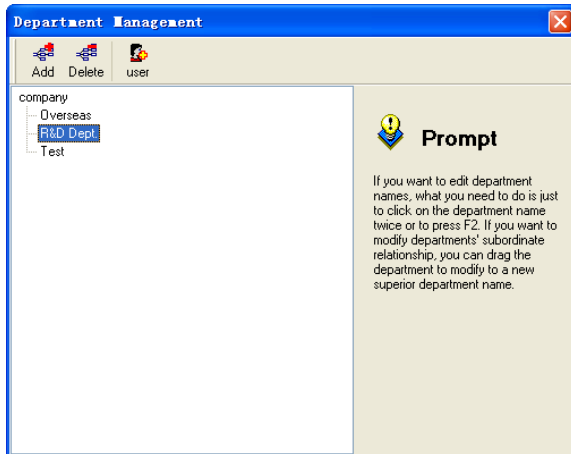
1. Select the department which needs to modify and click it another time, the department enter the edit state.

## 4. User Management

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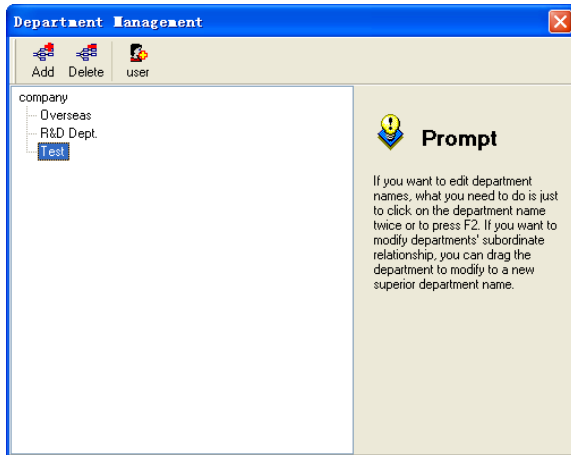
2. After modification, click other place to quit the edit state, as shown below: [R&D] has been changed into [R&D Dept.].



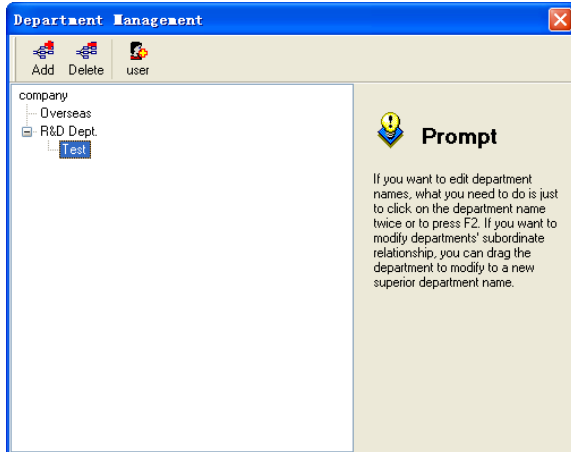
### 4.3.3 Modify Department Relationship

1. Select the department which needs to modify.





2. Drag the department to the target position. Such as drag the department [Test] to under the department of [R&D Dept.], as shown below.



Thus the department [Test] is a sub department of [R&D Dept.].

## 4.3.4 Delete Department

1. Select the department which needs to delete.

以上内容仅为本文档的试下载部分，为可阅读页数的一半内容。如要下载或阅读全文，请访问：<https://d.book118.com/576024145240010052>