

Fingerprint Enrollment Reader

User's manual



V1.0.0






Foreword

General

This manual introduces the functions and operations of the fingerprint enrollment reader (hereinafter referred to as "the Device").

Safety Instructions

The following categorized signal words with defined meaning might appear in the manual.

| Signal Words | Meaning |
|--|---|
|  DANGER | Indicates a high potential hazard which, if not avoided, will result in death or serious injury. |
|  WARNING | Indicates a medium or low potential hazard which, if not avoided, could result in slight or moderate injury. |
|  CAUTION | Indicates a potential risk which, if not avoided, could result in property damage, data loss, lower performance, or unpredictable result. |
|  TIPS | Provides methods to help you solve a problem or save you time. |
|  NOTE | Provides additional information as the emphasis and supplement to the text. |

Revision History

| Version | Revision Content | Release Time |
|---------|------------------|--------------|
| V1.0.0 | First release. | October 2020 |

About the Manual

- The manual is for reference only. If there is inconsistency between the manual and the actual product, the actual product shall prevail.
- We are not liable for any loss caused by the operations that do not comply with the manual.
- The manual would be updated according to the latest laws and regulations of related jurisdictions. For detailed information, refer to the paper manual, CD-ROM, QR code or our official website. If there is inconsistency between paper manual and the electronic version, the electronic version shall prevail.
- All the designs and software are subject to change without prior written notice. The product updates might cause some differences between the actual product and the manual. Please contact the customer service for the latest program and supplementary documentation.
- There still might be deviation in technical data, functions and operations description, or errors in print. If there is any doubt or dispute, we reserve the right of final explanation.
- Upgrade the reader software or try other mainstream reader software if the manual (in PDF format) cannot be opened.
- All trademarks, registered trademarks and the company names in the manual are the properties of their respective owners.
- Please visit our website, contact the supplier or customer service if there is any problem occurring when using the device.
- If there is any uncertainty or controversy, we reserve the right of final explanation.

Important Safeguards and Warnings

This chapter introduces the contents covering proper handling of the Device, hazard prevention, and prevention of property damage. Read these contents carefully before using the Device, comply with them when using, and keep the manual well for future reference.

- Do not touch the fingerprint sensor with hard objects.
- Keep your finger clean before adding the fingerprint. If your finger is wet, dry it and then add your fingerprint. Similarly, if your finger is too dry, moisten it, dry it, and then add your fingerprint.
- Keep the fingerprint collecting area clean. If needed, use a soft cloth to gently clean it.
- Use the finger with a clear and complete fingerprint.
- When collecting fingerprints, apply appropriate pressure for about 1 s to get the best result. Too much pressure will distort the fingerprint and affect the result.
- Keep the Device from water. Cut off the power immediately in case of water damage. Power on the Device when it is completely dry, but it may not work properly.
- Properly ground the power supply; otherwise, the Device might be damaged or pose safety risk.

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1 Introduction

This Device integrates the card issuing and fingerprint collecting functions. It is plug-and-play using a USB cable to connect to the PC. It is applicable to industrial zones, office buildings, schools, factories, stadiums, CBD, residential area, government properties, and more.

1.1 Features

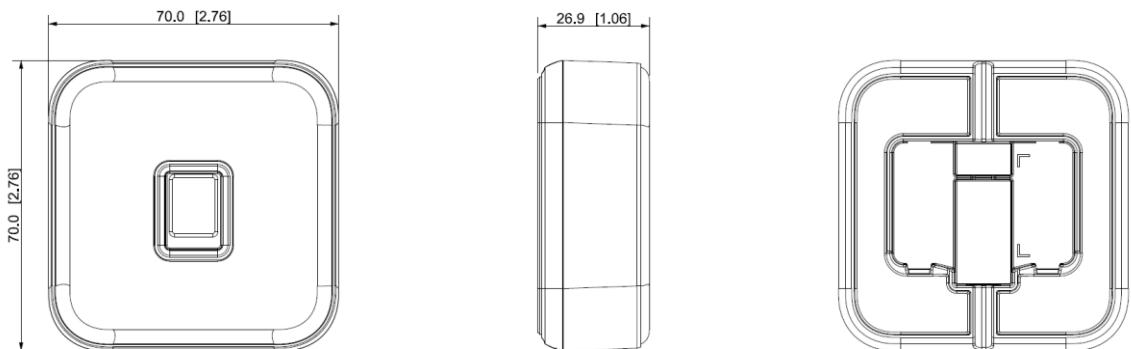
- PC material and acrylic front panel with ultra-thin design.
- USB2.0 plug-and-play.
- Issue with IC (Mifare)/ID card.
- Collect fingerprints.
- Built-in buzzer and indicator light.
- Built-in watchdog to ensure Device stability.
- Safe and stable with overcurrent and overvoltage protection.



Functions vary with different models. The actual product shall prevail.

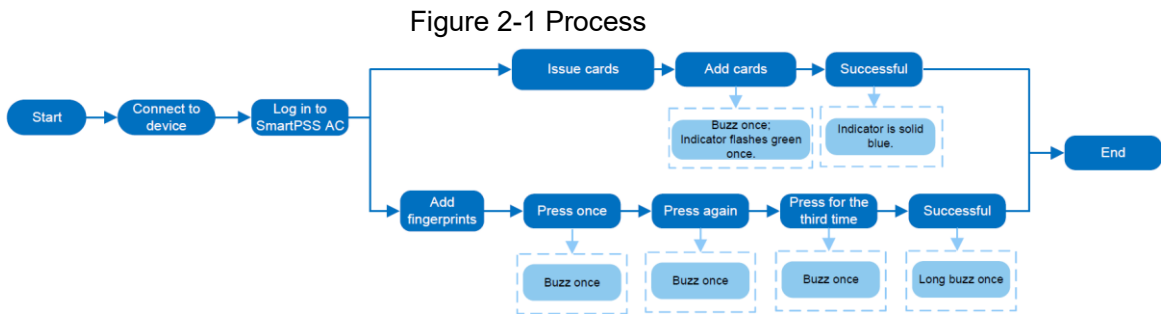
1.2 Dimensions

Figure 1-1 Dimensions (mm [inch])



2 Device Operation

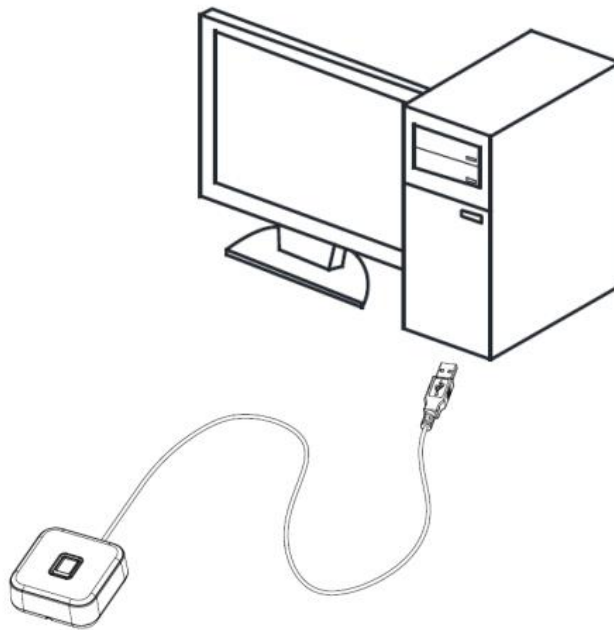
Before issuing cards, you need to install DSS Pro or SmartPSS AC on your PC, and then follow the process below. Take SmartPSS AC as an example.



2.1 Issuing Card

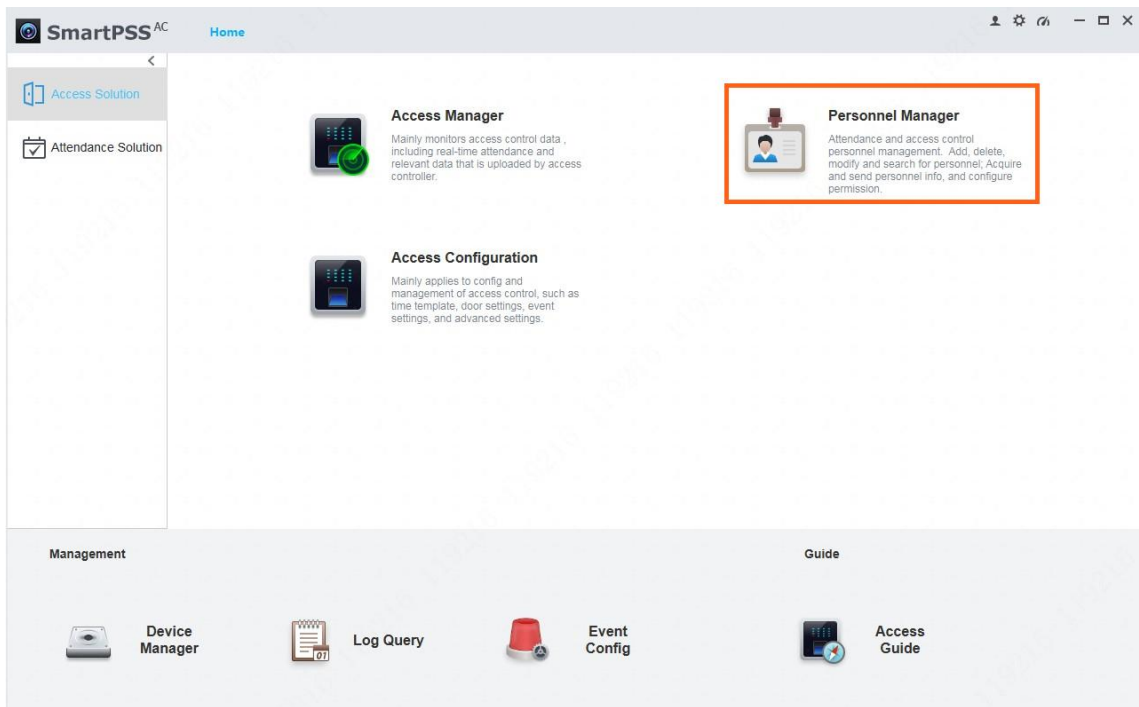
Step 1 Connect the USB cable of the Device to the PC, and then the indicator of the Device will be solid blue.

Figure 2-2 Connect the Device to the PC



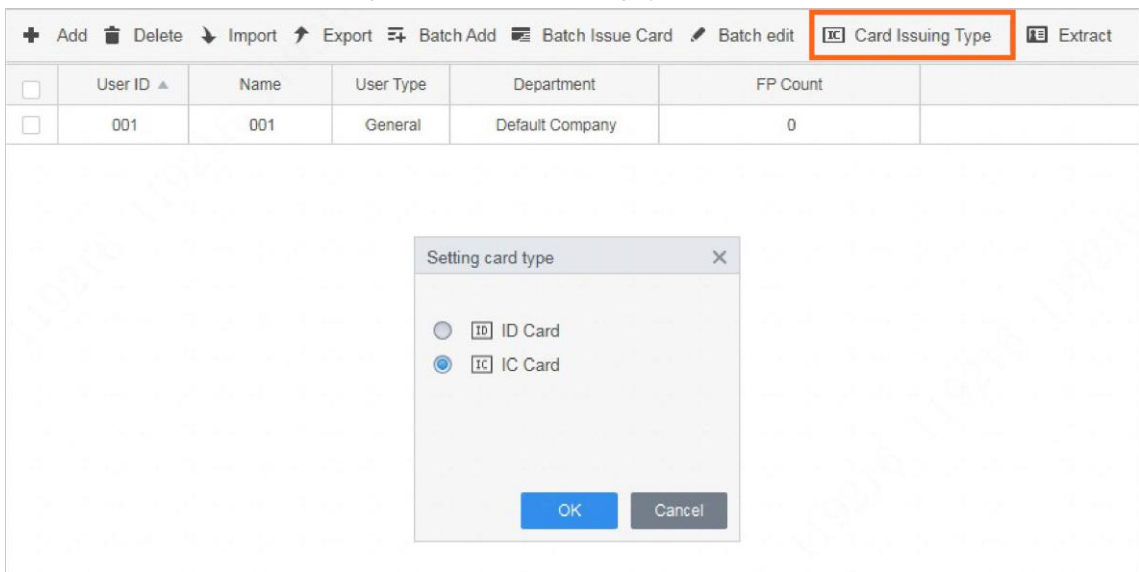
Step 2 Run the SmartPSS AC client on the PC, and click **Access Solution > Personnel Manager**.

Figure 2-3 SmartPSS AC



Step 3 Click **Card Issuing Type**, and then select the type as needed.

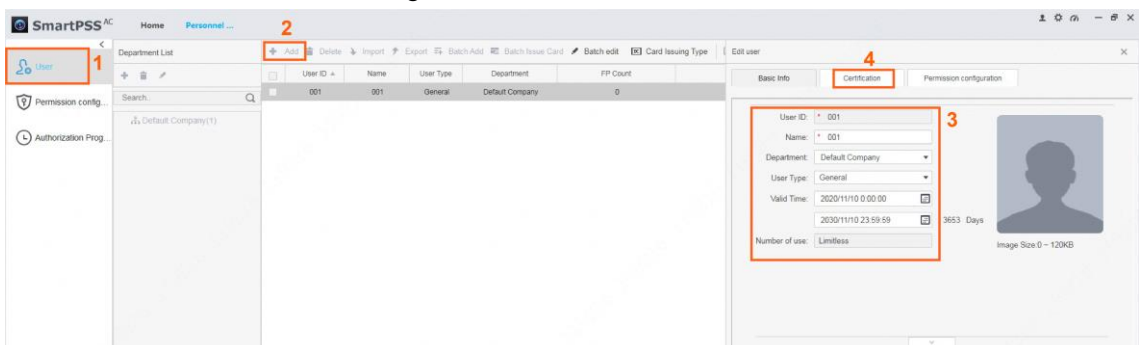
Figure 2-4 Card issuing type



Step 4 Click **User** on the left menu.

- If you need to add a new user, click **Add**, enter the basic information, and then click **Certification**.

Figure 2-5 Add a user







- For an existing user, click  on the right, and then click **Certification**.

Figure 2-6 Edit user information


| User ID | Name | User Type | Department | FP Count | Operation |
|---------|------|-----------|-----------------|----------|---|
| 001 | 001 | General | Default Company | 0 |    |



Step 5 On the right of the **Card** section, click , select the card reader, and then click **OK**.


Figure 2-7 Select a card reader

Edit user

Basic Info | Certification | Permission configuration

Password Add  For the 2nd-generation access controller, it is the personnel password; otherwise it is card password.

Card Add  The card number must be added if not the 2nd generation access controller is used.  1

Fingerprint 

Card Reader Management

Card Reader: 2

3

Step 6 Click **Add**. The Device buzzes once, and the indicator flashes green.

Step 7 Swipe the card on the Device and it buzzes once.

The system reads the card number, and the indicator flashes green.

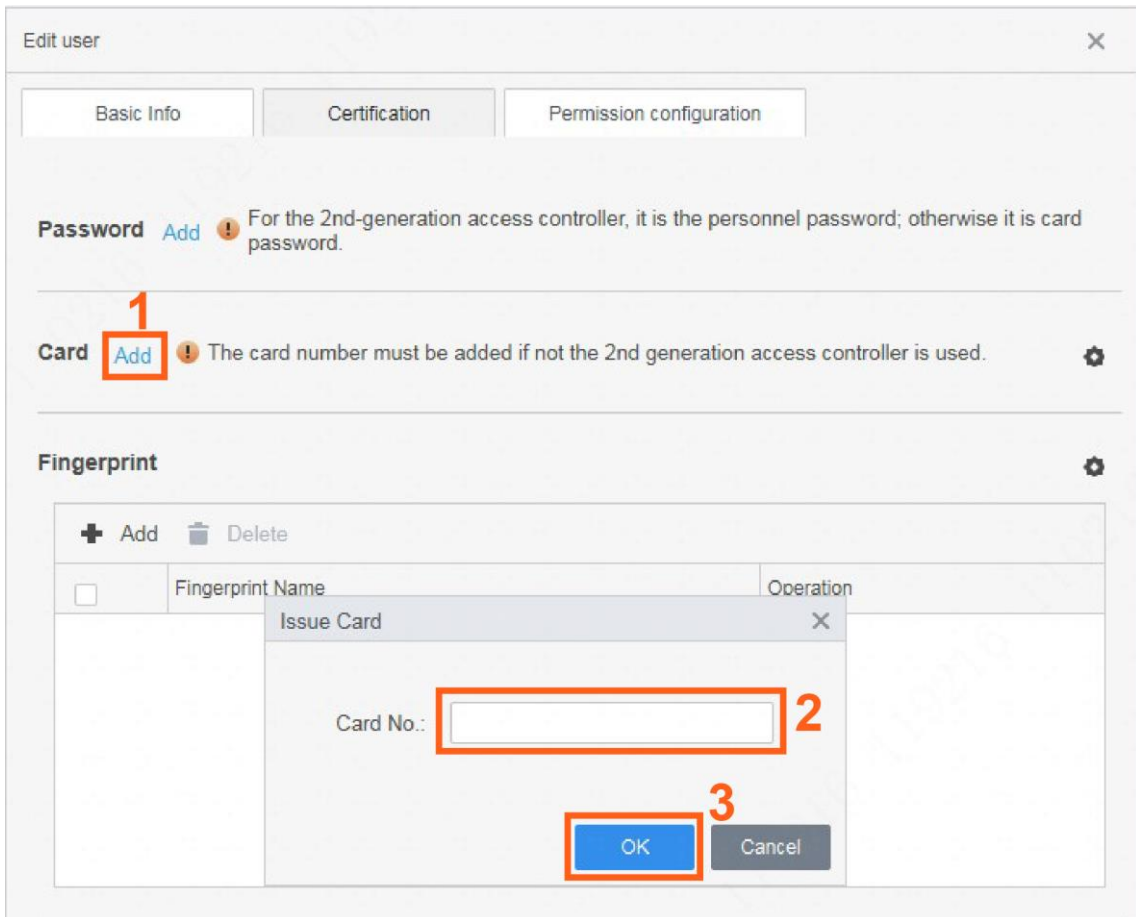
Step 8 Click **OK** to finish the process.

The Device indicator turns solid blue as standby mode.



- The card reader can only read one card at a time. When multiple cards stack together, it cannot work properly.
- Each user can have five cards at most.

Figure 2-8 Add a card



Related Operations

Click **User**, select the users as needed, and then click **Batch Issue Card**.

Figure 2-9 Issue card in batches

| | + Add | 🗑 Delete | 📄 Import | 📤 Export | ⚙ Batch Add | 📄 Batch Issue Card | ✏ Batch edit | 📄 Card Issuing Type | 📄 Extract |
|-------------------------------------|-------|----------|----------|-----------------|-------------|---------------------------|--------------|---------------------|-----------|
| <input checked="" type="checkbox"/> | 001 | 001 | General | Default Company | 0 | | | | |
| <input checked="" type="checkbox"/> | 002 | 002 | General | Default Company | 0 | | | | |
| <input checked="" type="checkbox"/> | 003 | 003 | General | Default Company | 0 | | | | |

- Automatically read card number.

1) Select **Card Issuer**.

2) Click **Issue**.

3) Swipe the cards in the order of the user list, and the system will automatically read the card numbers. You can configure the information for each user, including the start and end time. Click **OK**.

Figure 2-10 Issue card in batches

Batch Issue Card

Device: **1** **2**

ID: Name:

Card No.: **3** Department:

Start Time: End time:

Card List

| User ID | Name | Card No. | Operation |
|---------|------|----------|-----------|
| 001 | 001 | 12345678 | |
| 002 | 002 | | |
| 003 | 003 | | |

4

- Enter card numbers manually.
Select each user and enter the corresponding card number, and then click **OK**.

Figure 2-11 Enter card numbers manually

Batch Issue Card

Device:

ID: Name:

Card No.: Department:

Start Time: End time:

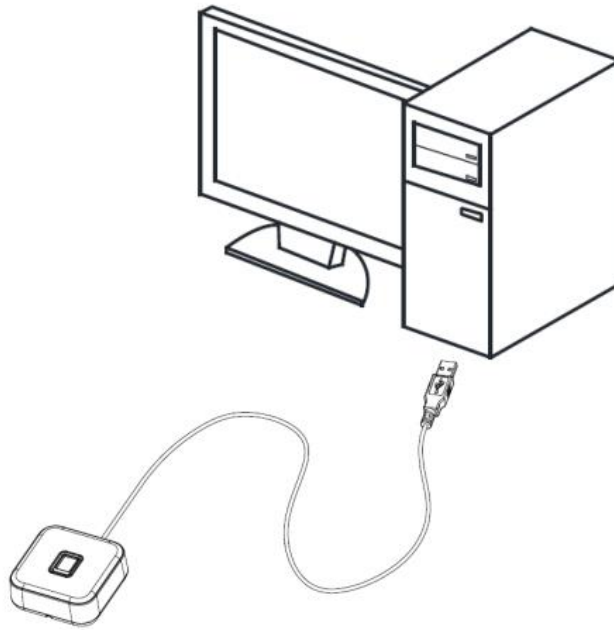
Card List

| User ID | Name | Card No. | Operation |
|---------|------|----------|-----------------------------------|
| 001 | 001 | 12345678 | <input type="button" value="🗑️"/> |
| 002 | 002 | | <input type="button" value="🗑️"/> |
| 003 | 003 | | <input type="button" value="🗑️"/> |

2.2 Collecting Fingerprint

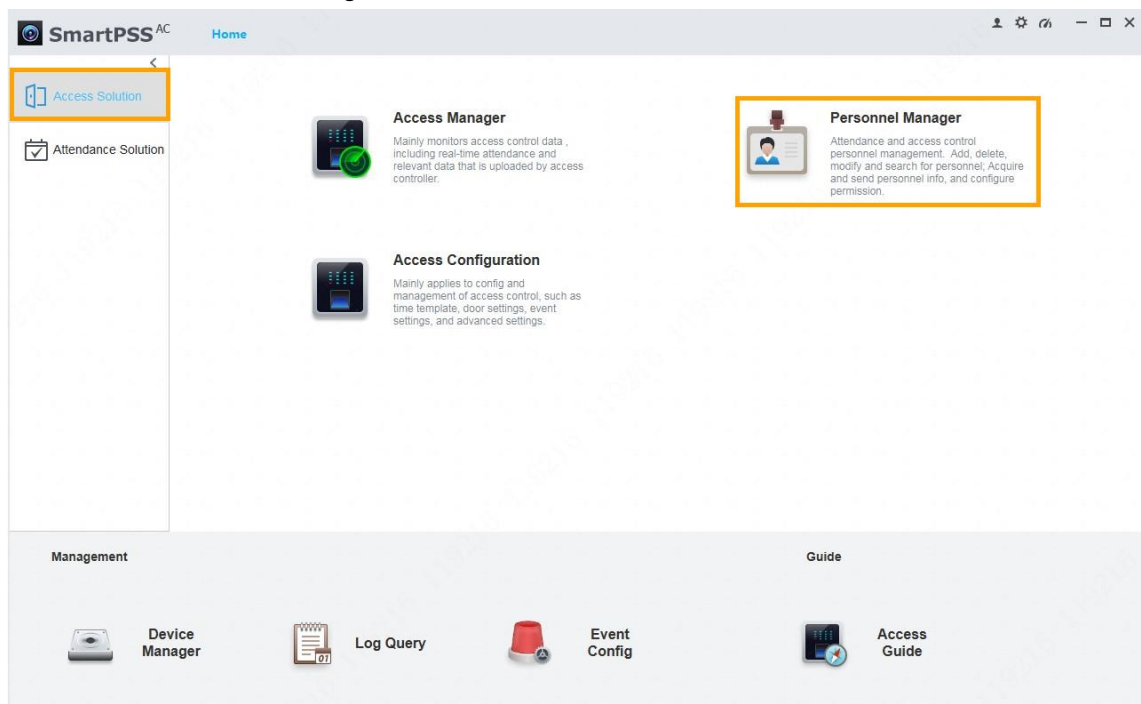
Step 1 Connect the USB cable of the Device to the PC, and then the indicator of the Device will be solid blue.

Figure 2-12 Connect the Device to the PC



Step 2 Run the SmartPSS AC client on the PC, and select **Access Solution > Personnel Manager**.

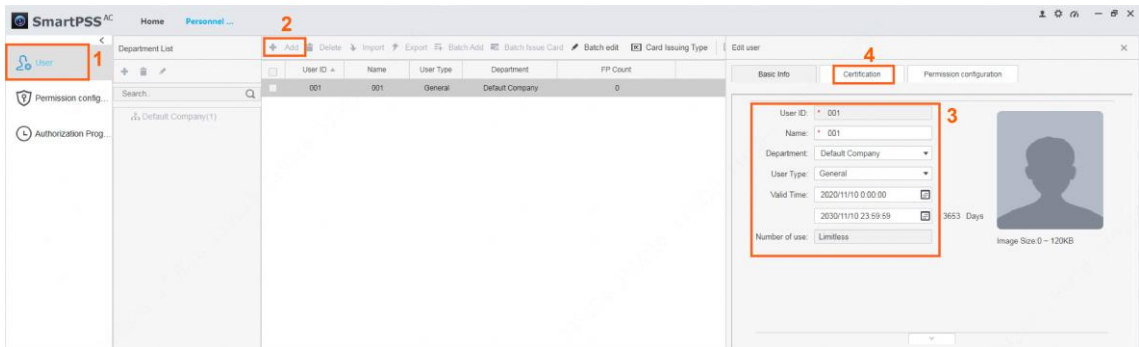
Figure 2-13 SmartPSS AC client



Step 3 Click **User** on the left menu.

- If you need to add a new user, click **Add**, enter the basic information, and then click **Certification**.

Figure 2-14 Add a user




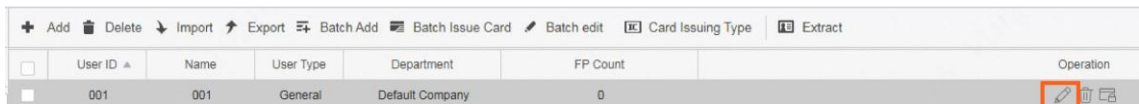
- For an existing user, click  on the right, and then click **Certification**.

Figure 2-15 Edit user information




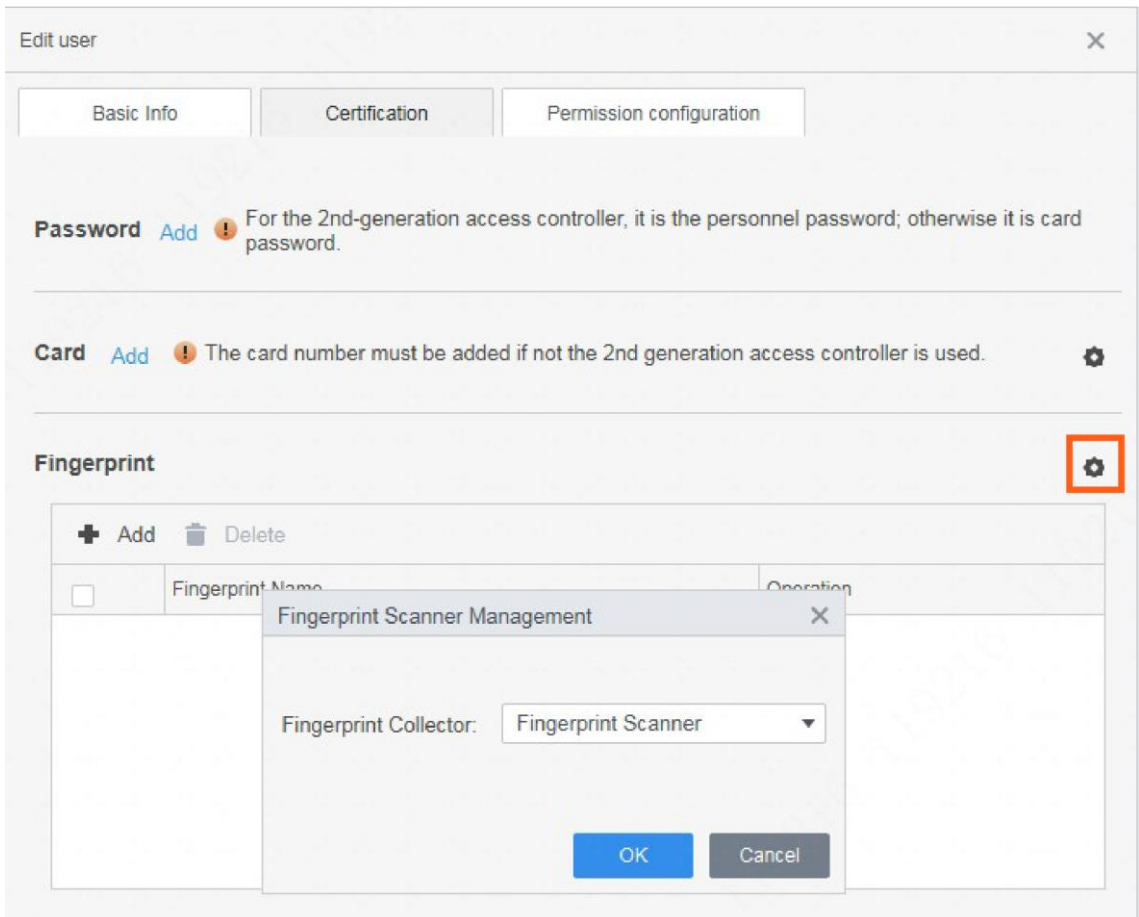
Step 4 On the right of the **Fingerprint** section, click , select **Fingerprint Scanner**, and then click **OK**.

Figure 2-16 Select a fingerprint scanner

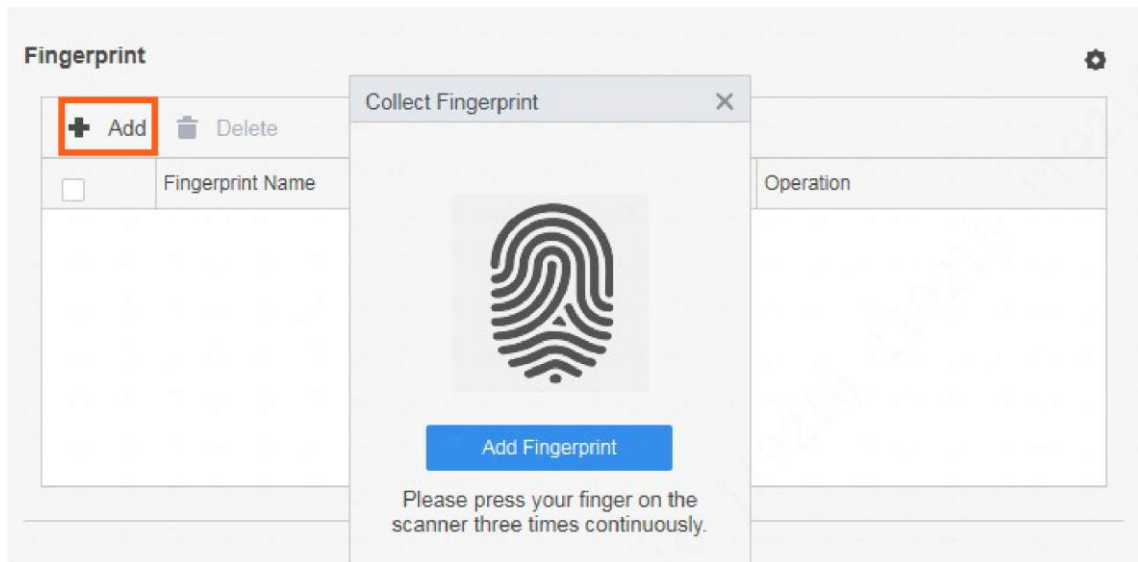


Step 5 Click **Add**.



Each user can have three fingerprints at most.

Figure 2-17 Collect a fingerprint



Step 6 Click **Add Fingerprint**, and then follow the instruction to press your finger three times on the fingerprint collecting area of the Device.

Table 2-1 Description of sound prompt when collecting fingerprints

| Situation | Sound Prompt |
|----------------------------------|--|
| Press finger once | Success: Buzz once; Timeout: Buzz three times. |
| Press finger for the second time | Success: Buzz once; Timeout: Buzz three times. |
| Press finger for the third time | Success: Buzz once; Timeout: Buzz three times. |
| Result | Success: Long buzz once; Failure: Buzz three times. |

3 Fingerprint Collecting Instruction

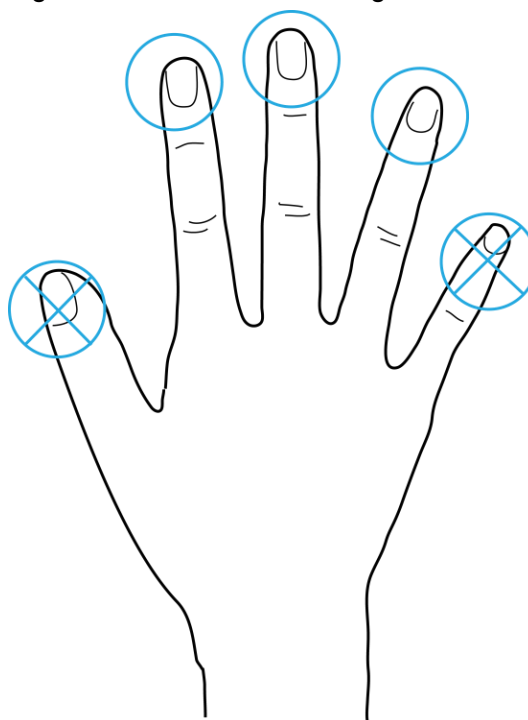
Notice

- Make sure that your fingers are clean and dry before collecting your fingerprints.
- Do not expose the fingerprint scanner to high temperature and humidity.
- If your fingerprints are worn or unclear, use other methods including password and card.

Recommended Fingers

Forefingers, middle fingers, and ring fingers are recommended. Thumbs and little fingers cannot be easily placed on the collecting area.

Figure 3-1 Recommended fingers



Correct Way of Pressing Your Finger

Press your finger to the fingerprint collecting area, and align the center of your fingerprint to the center of the collecting area.

Figure 3-2 Correct way

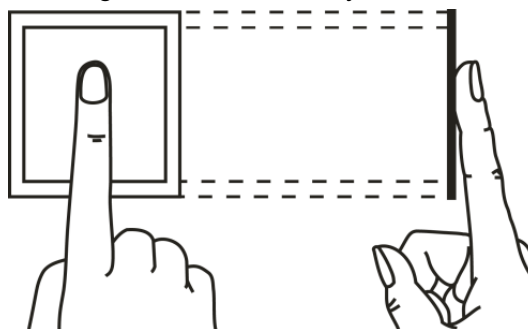
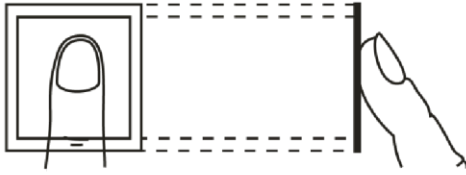


Figure 3-3 Incorrect ways

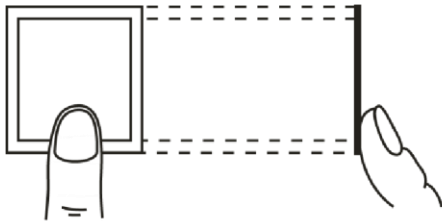
Fingerprint not entirely on the collecting area



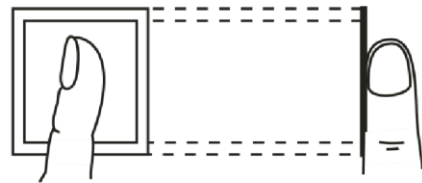
Fingerprint not on the center of the collecting area



Fingerprint not on the center of the collecting area



Fingerprint not on the collecting area



4 Device Upgrade

Use the USB upgrade tool to upgrade the program of the Device.

Prerequisites

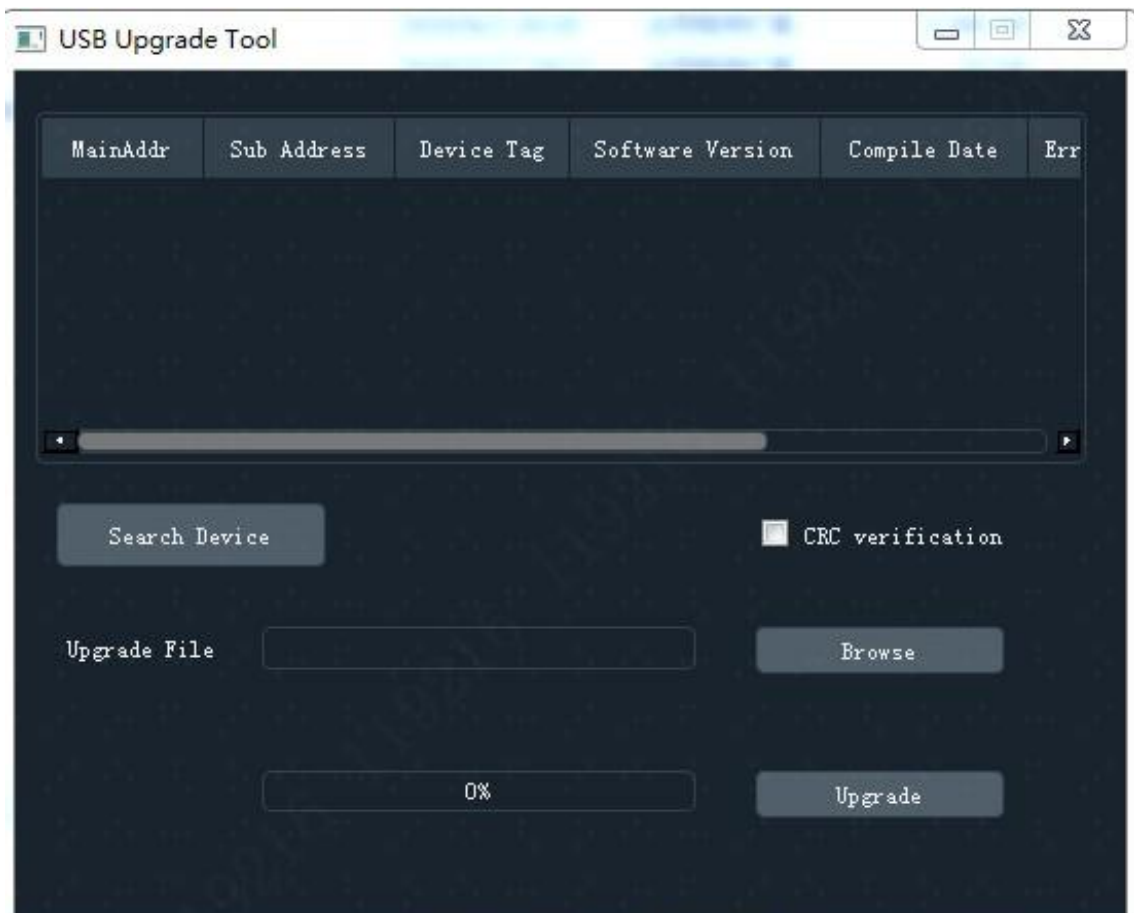
- Download the USB upgrade tool to your PC.
- Use a USB cable to connect the Device to your PC.

Procedure

Step 1 Double-click to run the program.

Step 2 Click **Search Device**.

Figure 4-1 USB upgrade tool



Step 3 Click **Browse**, and then select the update file.

Step 4 Select the device as needed, and then click **Upgrade**.

When the progress bar reaches 100%, the upgrade completes.

Appendix 1 Cybersecurity Recommendations

Cybersecurity is more than just a buzzword: it's something that pertains to every device that is connected to the internet. IP video surveillance is not immune to cyber risks, but taking basic steps toward protecting and strengthening networks and networked appliances will make them less susceptible to attacks. Below are some tips and recommendations on how to create a more secured security system.

Mandatory actions to be taken for basic device network security:

1. Use Strong Passwords

Please refer to the following suggestions to set passwords:

- The length should not be less than 8 characters;
- Include at least two types of characters; character types include upper and lower case letters, numbers and symbols;
- Do not contain the account name or the account name in reverse order;
- Do not use continuous characters, such as 123, abc, etc.;
- Do not use overlapped characters, such as 111, aaa, etc.;

2. Update Firmware and Client Software in Time

- According to the standard procedure in Tech-industry, we recommend to keep your device (such as NVR, DVR, IP camera, etc.) firmware up-to-date to ensure the system is equipped with the latest security patches and fixes. When the device is connected to the public network, it is recommended to enable the "auto-check for updates" function to obtain timely information of firmware updates released by the manufacturer.
- We suggest that you download and use the latest version of client software.

"Nice to have" recommendations to improve your device network security:

1. Physical Protection

We suggest that you perform physical protection to device, especially storage devices. For example, place the device in a special computer room and cabinet, and implement well-done access control permission and key management to prevent unauthorized personnel from carrying out physical contacts such as damaging hardware, unauthorized connection of removable device (such as USB flash disk, serial port), etc.

2. Change Passwords Regularly

We suggest that you change passwords regularly to reduce the risk of being guessed or cracked.

3. Set and Update Passwords Reset Information Timely

The device supports password reset function. Please set up related information for password reset in time, including the end user's mailbox and password protection questions. If the information changes, please modify it in time. When setting password protection questions, it is suggested not to use those that can be easily guessed.

4. Enable Account Lock

The account lock feature is enabled by default, and we recommend you to keep it on to guarantee the account security. If an attacker attempts to log in with the wrong password several times, the corresponding account and the source IP address will be locked.

5. Change Default HTTP and Other Service Ports

We suggest you to change default HTTP and other service ports into any set of numbers between 1024~65535, reducing the risk of outsiders being able to guess which ports you are using.

6. Enable HTTPS

We suggest you to enable HTTPS, so that you visit Web service through a secure communication channel.

7. MAC Address Binding

We recommend you to bind the IP and MAC address of the gateway to the device, thus reducing the risk of ARP spoofing.

8. Assign Accounts and Privileges Reasonably

According to business and management requirements, reasonably add users and assign a minimum set of permissions to them.

9. Disable Unnecessary Services and Choose Secure Modes

If not needed, it is recommended to turn off some services such as SNMP, SMTP, UPnP, etc., to reduce risks.

If necessary, it is highly recommended that you use safe modes, including but not limited to the following services:

- SNMP: Choose SNMP v3, and set up strong encryption passwords and authentication passwords.
- SMTP: Choose TLS to access mailbox server.
- FTP: Choose SFTP, and set up strong passwords.
- AP hotspot: Choose WPA2-PSK encryption mode, and set up strong passwords.

10. Audio and Video Encrypted Transmission

If your audio and video data contents are very important or sensitive, we recommend that you use encrypted transmission function, to reduce the risk of audio and video data being stolen during transmission.

Reminder: encrypted transmission will cause some loss in transmission efficiency.

11. Secure Auditing

- Check online users: we suggest that you check online users regularly to see if the device is logged in without authorization.
- Check device log: By viewing the logs, you can know the IP addresses that were used to log in to your devices and their key operations.

12. Network Log

Due to the limited storage capacity of the device, the stored log is limited. If you need to save the log for a long time, it is recommended that you enable the network log function to ensure that the critical logs are synchronized to the network log server for tracing.

13. Construct a Safe Network Environment

In order to better ensure the safety of device and reduce potential cyber risks, we recommend:

- Disable the port mapping function of the router to avoid direct access to the intranet devices from external network.
- The network should be partitioned and isolated according to the actual network needs. If there are no communication requirements between two sub networks, it is suggested to use VLAN, network GAP and other technologies to partition the network, so as to achieve the network isolation effect.
- Establish the 802.1x access authentication system to reduce the risk of unauthorized access to private networks.
- Enable IP/MAC address filtering function to limit the range of hosts allowed to access the device.