

A10/X628

Time & Attendance Terminal

User Guide



About this Guide

This guide solely provides instructions on how to use your A10/X628. Any information regarding actual installation can be found in the A10/X628 Installation Guide. To ensure proper usage of your A10/X628, we strongly recommend reading through these instructions thoroughly.

User Guide Disclaimer

This document contains proprietary information that cannot be replicated or reproduced without the consent of Xpress Software Inc. All trademarks and copyrights are acknowledged.

The A10/X628 is constantly being improved and these changes may not be reflected in this document. However, we diligently strive to include the latest

information about new hardware and software changes regarding the A10/X628 in this document. Xpress Software Inc. will not incur any liabilities from direct or indirect financial loss due to imprecise information found in this document.

We do not take responsibility for any functions not present in the A10/X628 you purchased. Designs and specifications are subject to change without notice. All functions depicted in this document are current as of January 2009.

Table of Contents

- I. Considerations**
 - A. Time and Attendance Software**
 - B. Environmental Factors**
- II. Operating Procedures**
- III. Introducing Fingerprint(s) Recognition Technology**
 - A. How F.R.T. Works**
 - B. Getting Good Fingerprint(s) Images**
 - C. Correcting Wet/Dry Fingerprint(s) Images**
 - D. How Much Pressure Required for Good Fingerprint(s)**
 - E. Identity Verification**
 - F. Fingerprint(s)/Password Verification**
- IV. User Management**
 - A. Brief Overview of Enrollment/Verification Process**
 - B. User Enrollment/Verification**
 - C. Match Threshold Levels**
 - D. User ID Numbers**
 - E. Authority Levels**
 - F. Start up Window**
- V. Enrollment and Verification Procedures**
 - A. User Enrollment**
 - a. Fingerprint Enrollment**
 - b. Password Enrollment**
 - c. Fingerprint(s) and Password Enrollment**
 - B. Enrolling Administrators**
 - a. Fingerprint Enrollment**
 - b. Password Enrollment**
 - c. Fingerprint(s) and Password Enrollment**
 - C. Deleting Enrolled Data**
- VI. Changing Date and Time**
- VII. Changing Date Format**
- VIII. Advanced Settings**

-
- a. Resetting A10/X628**
 - b. Deleting Attendance Logs**
 - c. Clear All Data**
 - d. Clear Administrators' privileges**
 - e. Show Score**
 - f. 1:N Fingerprint(s) Matching Threshold**
 - g. Must Input ID**
 - h. 1:1 Fingerprint(s) Matching Threshold**
 - i. Voice**
 - j. Button Beep**
 - k. Adjust Volume**

IX. Power Management

X. Communications Options

- a. Network Connectivity**

- b. RS 232/485 Serial Connectivity**

XI. Log Options

XII. Auto Test

XIII. System Information

XIV. Maintenance

I. Considerations

A. Time and Attendance Software

The A10/X628 runs PayPunch time and attendance software in addition to numerous 3rd party time and attendance software applications. We strongly recommend that you consult with your local Xpress Software office to determine which time and attendance software application is suitable for your specific needs. (www.paypunch.com)

B. Environmental Factors

In order for your A10/X628 to function properly, it must be installed in an adequate, environmental location. There are certain environmental factors that need to be taken into consideration.

Primarily, the A10/X628 was designed for indoor usage. We strongly recommend not installing or operating your A10/X628 in areas where bright light is present. Bright light will cause deficiencies in the sensor's ability to accurately read fingerprints. However, if you need to install your A10/X628 outdoors, you can protect it with an all-weather protective covering. These outdoor enclosures are manufactured by STI USA and can be purchased by going their website as directed. (www.sti-usa.com)

The proper functioning temperature range to use your A10/X628 in is 0° to 40° C (32° to 105° F). Usage of your A10/X628 in hot environments can cause your A10/X628 to overheat. Therefore, placing it in environments where there is adequate air ventilation can inhibit overheating.

II. Abbreviate Operating Procedures

Below is a brief overview on setting up your A10/X628. We recommend that you follow these steps.

STEP 1

Install your A10/X628 and power it up.

STEP 2

Enroll users by registering their fingerprint(s) or password.

STEP 3

After enrolling users, ensure the A10/X628 recognizes their enrolled fingerprint(s) and/or password. Verifying this information is important.

STEP 4

Configure the A10/X628 communication settings and download the user's newly enrolled fingerprint(s) from the A10/X628 onto the computer. This data can be transmitted via TCP/IP.

Note: It is imperative to create backup fingerprint templates and save them onto a computer or a USB flash drive. If the A10/X628 was vandalized or malfunctions, having these backup templates eliminates the re-enrollment process of users.

STEP 5

Verify that the A10/X628 displays the correct date and time.

III. Introducing Fingerprint(s) Recognition Technology

Prior to using your A10/X628, it is essential to understand how fingerprint recognition technology works. Once a thorough understanding of fingerprint recognition technology is attained, your experience with your A10/X628 will be enjoyable.

A. How F.R.T. Works

Adding and verifying fingerprints is a vital function of the A10/X628 but only equates to a small fraction of the A10/X628 capabilities.

When a user places their finger on a fingerprint recognition device for the first time (ie A10/X628), the fingerprint is scanned and converted into a computer generated biometric template. Each individual template can only be recognized by its respective manufactured biometric device. This is due to each fingerprint containing a distinctive amount of unique physical characteristics called minutiae. Minutia includes definite visible aspects of fingerprint(s) such as ridges, ridge endings and bifurcation (forking) of

ridges. Most minutiae are found in the core points of fingerprints located near the center on the fleshy pad of the finger.

Something we must note here is that each template is not an actual fingerprint image. This feature not only prevents duplicate fingerprints from being enrolled but also prevents the generation of duplicate templates.

Below in Figure A-1 are clear depictions of minutiae. The red dots represent core points located on your finger. A core point is the topmost point on the innermost upward recurring ridge line.

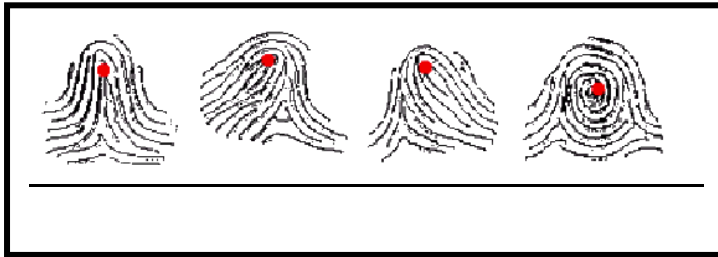


Figure A-1

Note: If this manual is printed in black and white, a dot will be visible within the ridges.

During the enrollment process, the user places their finger on the A10/X628 sensor and the A10/X628 takes a picture of the user's minutiae points. Proprietary mathematical algorithms are used by the A10/X628 and convert the picture into a unique mathematical template. This template is then encrypted and stored in the A10/X628 database.

Each time a user's fingerprint is scanned, the A10/X628 searches its database for a matching fingerprint. If the A10/X628 matches a user's fingerprint, their attendance is recorded in the A10/X628 audit log. This information can be noted on subsequent reports.

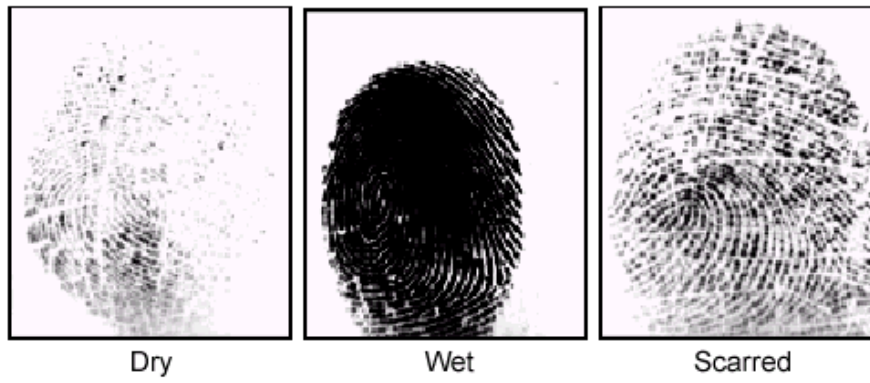
Note: Security issues should never be a concern when using the A10/X628. **No real image** of the user's fingerprint(s) is stored in the device. Only the minutiae-based templates are stored.

B. Getting Good Fingerprint Images

The quality of fingerprint images is comparable to the amount of minutiae points acquired by the A10/X628 sensor. Fingerprint images that do not possess a sufficient number of minutiae points may be indecipherable. We advise those users whose fingerprint images cannot be read by the sensor to create a password.

Below in Figure A-2 shows examples of inadequate fingerprints. These are examples of smudged, faded or distorted areas on the fingerprint. These conditions are incurred by excessive dryness, wetness, insufficient pressure or scarring of the skin at the fingertip.

Figure A-2



The fingerprint matching algorithm is capable of extracting the correct minutiae without visibly seeing a perfect print. However, the positioning of the finger, the moisture and pressure is imperative when placing it on the sensor. These are major contributing factors in achieving a consistent fingerprint match.

C. Correcting Wet/Dry Fingerprint(s) Images

After washing your hands or in rigid temperatures, your fingers tend to be dry. In this case, the user should moisturize their finger(s) simply by breathing on the fleshy pad of their fingertip before placing it on the sensor. The moisture from their breath is transferred to the finger(s) which should help improve their recognition.

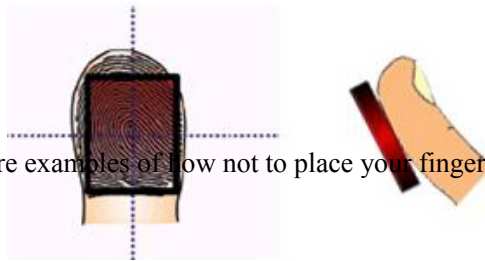
If the fingerprint is too wet, the ridges and valleys are rendered indistinguishable. The lack of recognizable minutiae causes wet fingerprints to be rejected by the A10/X628. A quick resolution to this problem is simply swiping the finger on a clean dry towel or cloth.

D. How Much Pressure Required for Good Fingerprint(s)

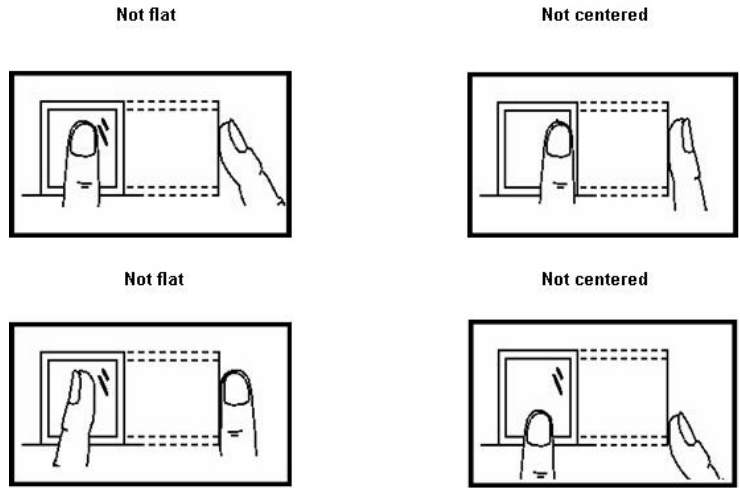
Too much pressure applied on the sensor can cause ridges to be too close together, which creates an indistinguishable image. In addition, too much pressure generates blurred images which the sensor cannot identify. If little pressure is applied, the sensor will not be able to read the fingerprint.

It is crucial for your finger to cover the majority of the sensor and maintain contact with it for 2 full seconds until you hear your A10/X628 beep. When you hear this, the A10/X628 is sensing your finger and will prompt you to continue the enrollment process.

Practicing applying pressure to the sensor will increase the chances of your fingerprint being readable. Once you have a better idea of how much pressure to use, enrolling users shouldn't be a concern. Below is an illustration displaying how to properly place your finger on the sensor.



Below are examples of how not to place your finger on the sensor.



E. Identity Verification

The A10/X628 will not record an employee's attendance until the individual's identity is verified. There are two ways for the A10/X628 to verify a user's identity: fingerprint matching and password matching.

E. Fingerprint(s)/Password Matching

The A10/X628 supports two methods of fingerprint matching: 1:N and 1:1.

1:N fingerprint matching, or 1 touch matching, is a fast and easy method. It will match a user's fingerprint(s) to all templates in the A10/X628 database. With this type of matching, a user does not have to enter in their user ID prior to placing their finger on the sensor.

1:1 fingerprint matching can be used when too many users fingerprints are not easily recognized by the A10/X628. This will require a user to enter in their user ID number before verifying themselves with a fingerprint.

Password matching is utilized when too many users have difficulty with the fingerprint matching process. Here a user can register with a four digit password to access the A10/X628.

IV. User Management

A. Brief Overview of Enrollment/Verification Process

This section provides a brief overview of enrolling various types of users and the security process used to prevent false identification.

B. User Enrollment/Verification

Enrollment is a process that associates an ID number to a users finger(s) to create a template. This template is stored in the A10/X628's memory for future verification.

During user verification, the stored template is compared to a current fingerprint scan to confirm the user's identity. (This process should approximately take 2-4 seconds). Up to ten fingers can be enrolled for the same ID number so the user may have more verification options.

We strongly advise enrolling one finger from each hand so in case of a hand injury; a user can use a finger from the other hand as backup. It is recommended to enroll either index fingers and/or middle fingers.

For users with extremely thin fingers, we recommend enrolling the thumb. For users whose fingers are difficult to enroll or cannot be enrolled, we advise enrolling a password in addition to your fingerprint(s).

C. Match Threshold Levels

The Match Threshold is an extensive verification process performed to ensure that users are who they claim to be.

The Match Threshold Levels establishes a balance between False Acceptance Rate (FAR) and False Rejection Rate (FRR). FAR measures how often a non-authorized user is falsely recognized and granted access to the system. FRR measures how often an enrolled and authorized user is denied access to system because the system did not recognize them.

Note: You cannot set match threshold levels on a per user basis. The threshold setting is universal for the user population.

If too many users are experiencing difficulty having their fingerprint(s) read, we recommend using 1:1 matching (i.e. User first enters their User ID, and then places their finger on the sensor for verification).

Raising the threshold increases security while lowering decreases it. You need to strike a correct balance based upon the quality of users fingerprints.

If too many users are experiencing difficulty fingerprint recognition, the match threshold level can and should be reduced.

Table 1—1 Suggested Match Threshold Settings

FRR	FAR	One-to-many	One-to-one
High	Low	45	25
Middle	Middle	35	15
Low	High	25	10

D. User ID Numbers

Fingerprints are assigned a unique user ID number which are referred to fingerprint templates from the A10/X628 database.

E. Authority Levels

The A10/X628 has four authority levels:

1. **Users**

People whose identity must be verified prior to having their attendance recorded. Users have no administrative privileges.

2. **Enrollers**

People who have authorization to enroll or delete users from the system.

3. **Administrator**

People who can perform other operations except set advanced options and enroll administrators.

4. **Supervisors**

People who have access to **ALL** functions.

Note:

Until a supervisor is enrolled in the system, any user can access the Menu system.

F. Start-up window

In order for your start up window to appear, plug in the power adaptor to the main power supply. If the start up window does not automatically start when the power adaptor is plugged in, press the power button and your A10/X628 should turn on.

Welcome Check-In HH:MM

MM/DD/YY DAY

Note:

The actual current date/time will appear.

V. Enrollment and Verification Procedures

This section describes how to enroll and verify users on the A10/X628.

Note:

You must have an enroller, administrator or supervisor enrolled in the A10/X628 to prevent users from accessing the main menu. Until this occurs, all users have access to menu functions.

The user management menu allows you to enroll/delete users and their respective fingerprint(s) and password.

Enroll User

- Enroll fingerprint(s)
- Enroll Password
- Enroll Fingerprint(s) and Password

Enroll Admin

- Enroll fingerprint(s)
- Enroll Password
- Enroll Fingerprint(s) and Password

Delete

A. User Enrollment

The first to enroll with the A10/X628 will be capable of enrolling other users. Until an actual administrator is enrolled, all users will temporarily have administrative access. Therefore, it is important to enroll a supervisor on the A10/X628 after installation.

There are three types of enrollment:

-
1. Fingerprint enrollment
 2. Password enrollment
 3. Fingerprint & password enrollment

The enrollment type selected depends on the environment and how easily users fingerprint(s) can be read by the A10/X628.

Fingerprint enrollment: should be used when the majority of users fingerprint(s) can be read. This is typical for most office environments.

Password enrollment: should be used for users whose fingerprint(s) cannot be enrolled or verified. It is not unusual to have some users experience fingerprint verification difficulties.

Fingerprint & Password: this type of enrollment allows users to register both fingerprint(s) and password.

a. Fingerprint Enrollment

To start fingerprint enrollment, press **MENU** on the A10/X628.



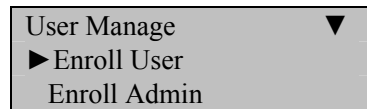
Scroll with the ▲/▼ keys and place the cursor (▶) alongside user manage.



Press **OK**.

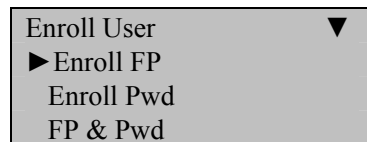


Scroll with the ▲/▼ keys and place the cursor (▶) alongside enroll user.



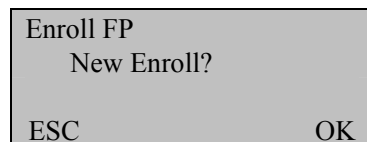
Press **OK**.

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



Press **OK**.

The A10/X628 will prompt you:



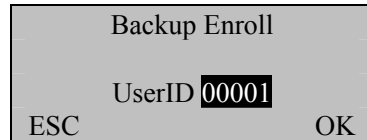
If this is a new user, press **OK**.

If you are enrolling an additional fingerprint to an existing user on the A10/X628, press the **ESC** key.



Note:

By pressing **ESC**, the A10/X628 will prompt you for the existing user's ID number.



Note:

The A10/X628 allows you to add up to 9 backup fingers for any user.

In this first example, we will assume we are enrolling a fingerprint for a new user to the A10/X628.

```
Enroll FP
New Enroll?
ESC          OK
```

Since we are enrolling a new user, press **OK**

The A10/X628 will prompt you with the next available User ID.

```
New Enroll
UserID 00001-0
ESC          OK
```

In this example, no user has been enrolled on the A10/X628 so the next available User ID# is 00001.

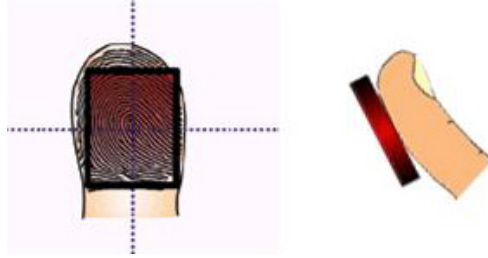
Press **OK** to accept 00001, or manually key in a different number if desired.

The A10/X628 will then prompt:

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

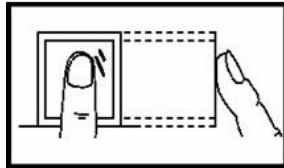
Remember the rules for proper finger placement

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:

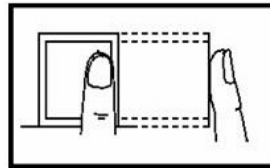


The finger should NOT be placed in the following positions:

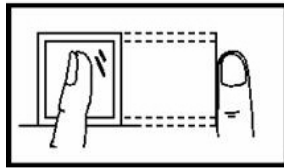
Not flat



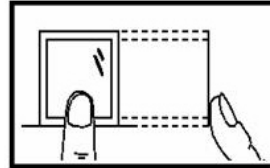
Not centered



Not flat



Not centered



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



After the A10/X628 scans your fingerprint successfully, it will beep and briefly prompt you to remove your finger.

New Enroll
00001-1
Remove Finger
ESC/Exit

Then the A10/X628 will prompt you to do a second press.

New Enroll
00001-1
Second Press
ESC/Exit

Remove your finger and place your finger on the sensor a 2nd time. Again, you will be prompted to remove your finger.

New Enroll
00001-1
Remove Finger
ESC/Exit

Remove your finger, and place your finger on the sensor a 3rd and final time. Then you will be prompted to save your fingerprint as seen below.

New Enroll	
00001-0	
ESC	OK (Save)

Press **OK** to accept the newly enrolled finger.

The A10/X628 will prompt you to continue.

New Enroll	
Continue?	
ESC	OK

UserID 0001 has successfully been enrolled with one fingerprint.

If you want to enroll additional users, press **OK** and follow the same procedures.

If you are finished enrolling additional users, press **ESC**.

When pressing **ESC**, the A10/X628 will prompt you for a backup enroll as seen below.

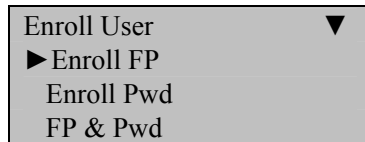
Backup Enroll	
Continue?	
UserID 0001	
ESC	OK

If you wish to add a backup finger for UserID 00001, press **OK**.

Note:

We recommend enrolling one finger from each hand. In case of injury to one hand, the user can use the finger from the other hand as backup. It is recommended to enroll either index and/or middle fingers.

After enrolling one or more fingerprint(s) for UserID 00001 press **ESC** to return to the enroll user menu as seen below.

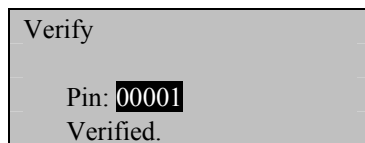


You will press **ESC** three additional times to return to the start up window.



Test the newly enrolled fingerprint(s) by having UserID 0001 place their finger on the sensor.

If successful, the A10/X628 will respond with an audible *thank you* and the following screen will appear.



Note:

The A10/X628 will make a note in its transaction log that User ID 0001 accessed the system. This information can be used for time & attendance software applications.

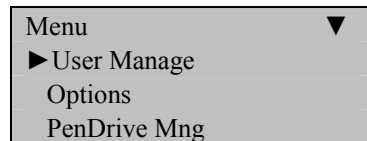
b. Password Enrollment

Password enrollment should be used for users whose fingerprint(s) cannot be read by the A10/X628's sensor.

To start password enrollment, press **MENU**.

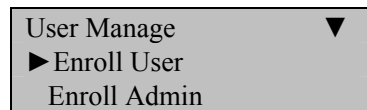


Scroll with the ▲/▼ keys and place the cursor (▶) alongside **User Manage**



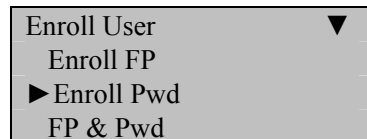
Press **OK**.

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



Press **OK**.

Scroll with the ▲/▼ keys and place the cursor (▶) alongside **Enroll Pwd**.



Press **OK**.

The A10/X628 will prompt you for a new enroll.

Enroll Pwd	
New Enroll?	
ESC	OK

If this is a new user, press **OK**.

If you are adding/changing a password for an existing user on the A10/X628, press **ESC**.



Note:

If you press **ESC**, the A10/X628 will prompt you for the existing User's ID number.

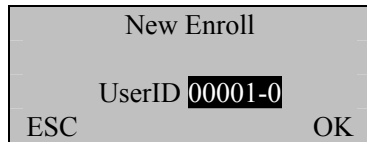
Chg Password	
UserID 00001	
ESC	OK

In this example we will assume we are enrolling a password for a new user.

Enroll FP	
New Enroll?	
ESC	OK

Since we are enrolling a new user, press **OK**

The A10/X628 will prompt you with the next available User ID.

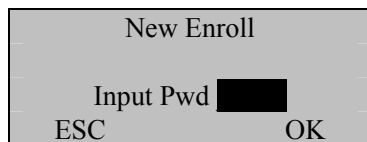


New Enroll
UserID 00001-0
ESC OK

Note: In this example, no user has been enrolled on the A10/X628. So the next available User ID# is 00001.

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

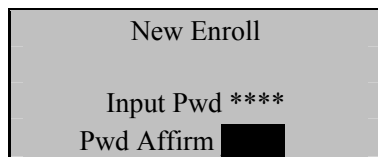
The A10/X628 will prompt you for a four digit password.



New Enroll
Input Pwd [REDACTED]
ESC OK

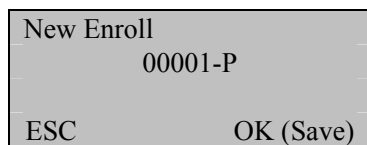
Enter a 4-digit password and press **OK**.

The A10/X628 will prompt you to reenter your password.



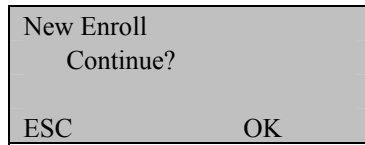
New Enroll
Input Pwd ****
Pwd Affirm [REDACTED]
ESC OK

Again, enter in your password and press **OK**. The A10/X628 will then prompt you to save your password.



New Enroll
00001-P
ESC OK (Save)

Press **OK** and the A10/X628 will prompt you to continue.

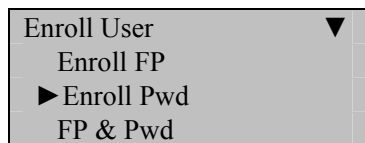


New Enroll
Continue?
ESC OK

If you would like to enroll a password for a new user, press **OK**.


Note: If you would like to change a password for an existing user, press **ESC** and follow the same procedure described above for adding/changing passwords.

To exit, press **ESC** to return to the enroll user menu.



Enroll User ▼
Enroll FP
▶ Enroll Pwd
FP & Pwd

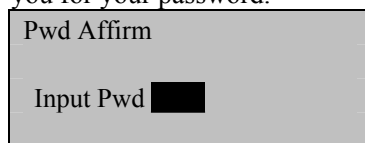
Then you will press **ESC** three additional times to return to the start up window.



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

Now, you will have the newly enrolled user test their password. At the start-up window, have User ID 0001 enter their User ID number and press **OK**.

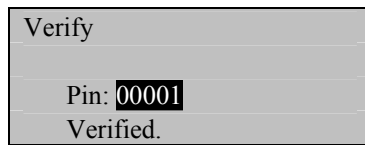
After entering their ID number, press **OK** and the A10/X628 will prompt you for your password.



Pwd Affirm
Input Pwd ■■■■

Enter in your four digit password and press **OK**.

If successful, the A10/X628 will respond with an audible *thank you* and the following screen will appear.



Note:

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

c. Fingerprint and Password Enrollment

This option enables users to enroll both a password and fingerprint(s) in one step.

To start fingerprint and password enrollment, press **MENU** on the A10/X628.



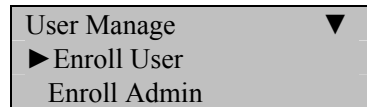
Scroll with the ▲/▼ keys and place the cursor (▶) alongside user manage



Press **OK**.

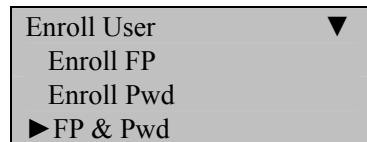


Scroll with the ▲/▼ keys and place the cursor (▶) alongside enroll user.



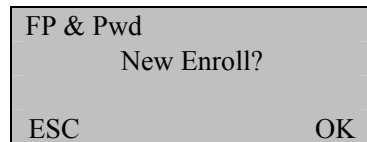
Press **OK**.

Scroll with the ▲/▼ keys and place the cursor (▶) alongside FP & Pwd.



Press **OK**.

The A10/X628 will prompt you for a new enroll.



If this is a new user, press **OK**.

In this first example we will assume we are enrolling a fingerprint and password for a new user.

FP & Pwd
New Enroll?
ESC OK

Since we are enrolling a new user, press **OK**

The A10/X628 will give you with the next available User ID.

New Enroll
UserID **00001-0**
ESC OK

In this example, no user has been enrolled on the A10/X628 so the next available User ID# is 00001.

Press **OK** to accept 00001 or manually key in a different number.

The A10/X628 will then prompt you to place your finger on the scanner.

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

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



After the A10/X628 scans your fingerprint successfully, it will beep and prompt you to remove your finger.

New Enroll
00001-1
Remove Finger
ESC/Exit

Remove your finger, and then place your finger on the sensor a 2nd time.

New Enroll
00001-1
Second Press
ESC/Exit

Remove your finger, and then place your finger on the sensor a 3rd and final time.

New Enroll
00001-1
Third Press
ESC/Exit

After removing your finger, the A10/X628 will prompt you for a four digit password.

New Enroll
Input Pwd
ESC OK

Enter a 4-digit password and then press **OK**.

The A10/X628 will then prompt you to reenter your four digit password.

New Enroll
Input Pwd ****
Pwd Affirm <input type="checkbox"/>

Again, enter your four digit password and press **OK** key. The A10/X628 will ask you to save your password.

New Enroll
00001-P
ESC OK (Save)

Press **OK** to save your password.

The A10/X628 will then prompt you to continue enrollment.

New Enroll
Continue?
ESC OK

If you'd like to enroll additional users, press **OK**.

If you're finished enrolling additional users, press **ESC**.

When pressing **ESC**, the A10/X628 will prompt you for a backup enroll.

Backup Enroll
Continue?
UserID 0001
ESC OK

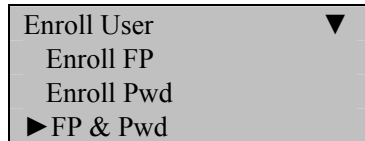
If you wish to enroll a backup finger, press **OK**.

Note:

We recommend enrolling one finger from each hand. In case of injury to one hand, the user can use the finger from the other hand as a backup. It is recommended to enroll either index and/or middle fingers.

After enrolling one or more fingerprints, press **ESC**.

Pressing **ESC** will take you back to the enroll user menu.

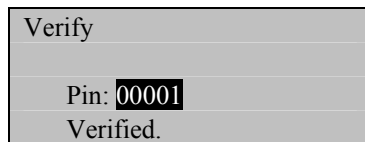


Press **ESC** three additional times to return to the start up window.



Now, you want the user to test the newly enrolled fingerprint(s) and password.

If successful, the A10/X628 will respond with an audible *thank you* and the following screen will appear.



Note:

The A10/X628 will make a note in its transaction log that the user has accessed the A10/X628. This information is used for Time & Attendance software applications.

B. Enrolling Administrators

There are three types of administrator users that can be enrolled in the A10/X628.

Enrollers:

People who are only authorized to enroll or delete users.

Administrators:

People who can perform other operations, except set advanced options and enroll administrators.

Supervisors:

People who have access to **ALL** functions.

Note:

Until an actual supervisor is enrolled, all users temporarily have administrative access. Therefore, enrolling a supervisor on the A10/X628 after installation is significant.

Administrators can enroll with three methods

- **Fingerprint**
- **Password**
- **Fingerprint and Password**

a. Fingerprint Enrollment

To start Fingerprint(s) enrollment, press the **MENU** key on the A10/X628.



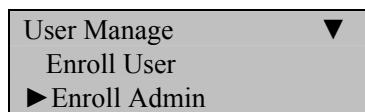
Scroll with the ▲/▼ keys and place the cursor (▶) alongside user manage.



Press **OK**.

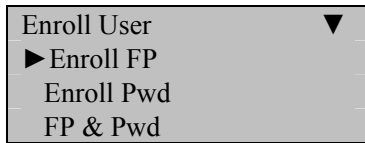


Scroll with the ▲/▼ keys and place the cursor (▶) alongside enroll admin.



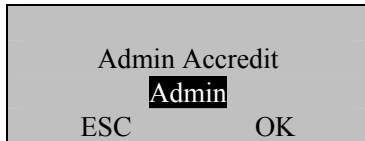
Press **OK**.

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

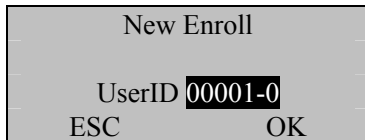


Press **OK**.

The A10/X628 will prompt you.



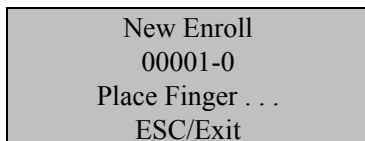
Scroll with the ▲/▼ keys to choose the “authority status” of the Admin you are enrolling.



In this example, no admin has been enrolled on the A10/X628, so the next available User ID# is 00001.

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

The A10/X628 will prompt you to place your finger on the sensor.



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



After the A10/X628 scans your fingerprint(s) successfully, it will beep and prompt you to remove your finger.

New Enroll
00001-1
Remove Finger
ESC/Exit

Then it will prompt to scan your finger for a 2nd time.

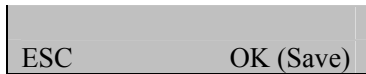
New Enroll
00001-1
Second Press
ESC/Exit

Remove your finger and place your finger on the sensor for a 3rd and final time.

New Enroll
00001-1
Third Press
ESC/Exit

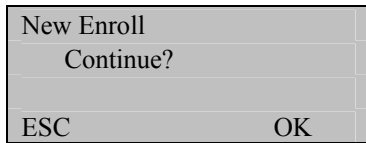
Remove your finger and the A10/X628 will prompt you to save your data.

New Enroll
00001-0



Press **OK** to accept the newly enrolled finger.

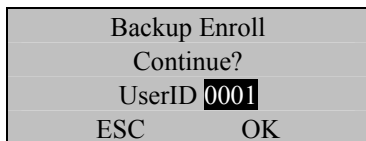
The A10/X628 will prompt you to continue enrollment.



If you wish to continue enrolling additional administrators, press **OK** and follow the same procedures.

If you're finished enrolling additional administrators, press **ESC**.

When pressing **ESC**, the A10/X628 will prompt you for a backup enroll.



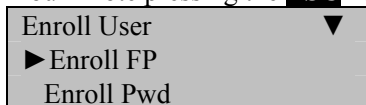
If you wish to add a backup finger, press **OK**.

Note:

We recommend enrolling one finger from each hand. In case of injury to one hand, the user can use the finger from the other hand as a backup. It is recommended to enroll either index fingers and/or middle fingers.

After enrolling one or more fingerprint(s) to UserID 00001 press **ESC**.

You'll note pressing the **ESC** key takes you back to the previous menu.



FP & Pwd

Press **ESC**.

User Manage ▼
Enroll User
▶ Enroll Admin

Press **ESC**.

Menu ▼
▶ User Manage
Options
PenDrive Mng

Press **ESC** two additional times to return to the start up window.

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

Now you want the newly enrolled user to test their fingerprint(s). If successful, the A10/X628 will respond with an audible *thank you* and the following screen will appear below.

Verify
Pin: **00001**
Verified.

Note:

The A10/X628 will make a note in its transaction log that the user has accessed the A10/X628. This information is used for Time & Attendance software applications.

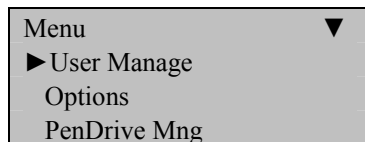
b. Password Enrollment

Password Enrollment should be used for those administrators whose fingerprint(s) cannot be read by the A10/X628's sensor.

To start Password enrollment, press **MENU**.

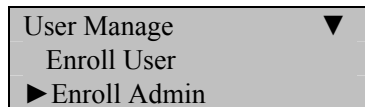


Scroll with the ▲/▼ keys and place the cursor (▶) alongside user manage.



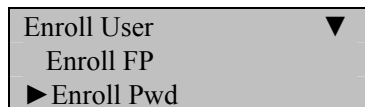
Press **OK**.

Scroll with the ▲/▼ keys and place the cursor (▶) alongside enroll admin.



Press **OK**.

Scroll with the ▲/▼ keys and place the cursor (▶) alongside enroll pwd.



FP & Pwd

Press **OK**.

The A10/X628 will prompt you.

Admin Accredited
Admin
ESC OK

Scroll with the ▲/▼ keys to choose the type of the administrator you are enrolling.

Press **OK** after selecting administrator type.

Enroll Pwd
New Enroll?
ESC OK

If this new administrator, press **OK**.

In this first example we'll assume we're enrolling a password for a new administrator.

Enroll FP
New Enroll?
ESC OK

Since we are enrolling a new user, press **OK**.

The A10/X628 will prompt you with the next available User ID.

New Enroll
UserID **00001-0**

ESC	OK
-----	----

In this example, no user has been enrolled so the next available User ID# is 00001.

Press **OK** to accept 00001 or manually key in a different number if desired and then press **OK**.

The A10/X628 will then prompt you to enter a four digit password.

New Enroll	
Input Pwd	████
ESC	OK

Input a four digit password and press **OK**.

The A10/X628 will prompt you to reenter your password.

New Enroll	
Input Pwd ****	
Pwd Affirm	████

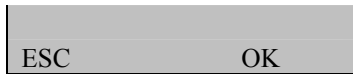
Re-enter the same four digit password and press **OK**.

The A10/X628 will then prompt you save your new password.

New Enroll	
00001-P	
ESC	OK (Save)

Press **OK** and the A10/X628 will prompt you to continue enrollment.

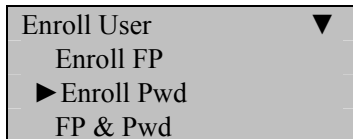
New Enroll	
Continue?	



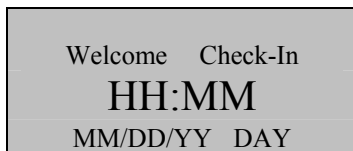
If you would like to enroll a password for a new administrator, press **OK**.

If you'd like to change a password for an existing Admin, then press **ESC** and follow the same procedure described above for adding/changing passwords.

Pressing **ESC** takes you back to the enroll user menu.

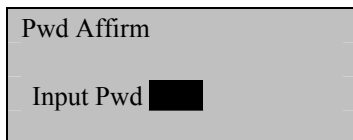


Press **ESC** three additional times to return to the start up window.



Next, you will test the newly enrolled password. Have the newly enrolled user enter in their ID number and press **OK**.

Then the A10/X628 will prompt you for a four digit password.



Enter the four digit password and press **OK**.

If successful, the A10/X628 will respond with an audible *thank you* and the following screen will appear.



Pin: **00001**
Verified.

Note:

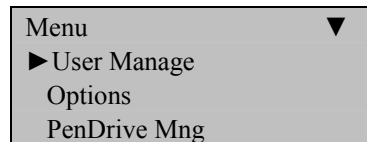
The A10/X628 will make a note in its transaction log that the user has accessed the A10/X628. This information is used for Time & Attendance software applications.

c. Fingerprint and Password Enrollment

To start fingerprint and password enrollment, press **MENU**.



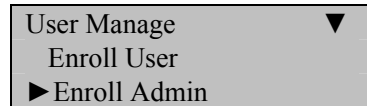
Scroll with the ▲/▼ keys and place the cursor (▶) alongside user manage.



Press **OK**.

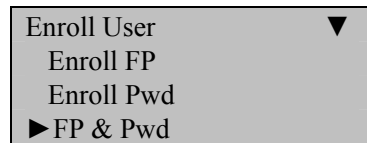


Scroll with the ▲/▼ keys and place the cursor (▶) alongside enroll admin.



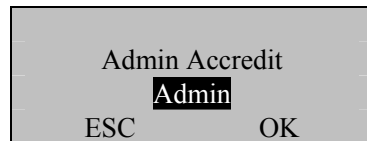
Press **OK**.

Scroll with the ▲/▼ keys and place the cursor (▶) alongside FP & Pwd.



Press **OK**.

The A10/X628 will prompt you to select an administrator type.



Scroll with the ▲/▼ keys to choose the administrator type you are enrolling.

Press **OK**.

FP & Pwd	
New Enroll?	
ESC	OK

If this is a new administrator, press **OK**.

If you are enrolling additional fingerprints to an existing administrator, press **ESC**.



Note:

If you press **ESC**, the A10/X628 will prompt you for the existing User's ID number.

Backup Enroll	
UserID 00001	
ESC	OK

Note:

The A10/X628 allows you to add up to 9 "backup" fingers for any of the users.

In this example, we'll assume we're enrolling a fingerprint and password for a new administrator.

FP & Pwd
New Enroll?
ESC OK

Since we are enrolling a new administrator, press **OK**.

The A10/X628 will prompt you with the next available User ID number.

New Enroll
UserID **00001-0**
ESC OK

In this example, no user has been enrolled so the next available User ID# is 00001.

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

The A10/X628 will then prompt you to place your finger on the sensor.

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

Place your finger on the sensor for a full 2 seconds and wait for the A10/X628 to beep.

If you hear a beep, this means that the A10/X628 successfully scanned your finger and will prompt you to remove your finger as seen below.

New Enroll
00001-1
Remove Finger

ESC/Exit

Then the A10/X628 will prompt you to place your finger on the sensor for a 2nd time.

New Enroll
00001-1
Second Press
ESC/Exit

Remove your finger, and then place your finger from the sensor.

New Enroll
00001-1
Remove Finger
ESC/Exit

Then you will place your finger on the A10/X628 for a third and final time.

New Enroll
00001-1
Third Press
ESC/Exit

Remove your finger and you will then be prompted to input a password.

New Enroll
Input Pwd
ESC OK

Enter a four digit password and press **OK**.

Then the A10/X628 will prompt you to reenter your four digit password.

New Enroll
Input Pwd ****

Pwd Affirm

Re-enter your password and press **OK**. The A10/X628 will prompt you to save your data.

New Enroll
00001-P
ESC OK (Save)

Press **OK** to save information and the A10/X628 will prompt you to continue the enrollment process.

New Enroll
Continue?
ESC OK

If you would like to enroll additional administrators, press **OK**.

If you're finished enrolling additional Administrators, press **ESC**.

When pressing **ESC**, the A10/X628 will prompt you for a backup enroll.

Backup Enroll
Continue?
UserID 0001
ESC OK

If you wish to add a backup finger, press **OK**.

Note:

We recommend enrolling one finger from each hand. In case of injury to one hand, the user can use the finger from the other hand as a backup. It is recommended to enroll either index fingers and/or middle fingers.

After enrolling one or more fingerprint(s), press **ESC**.

If you are finished with the enrollment process, press **ESC** to return to the enroll user menu.

Enroll User ▼
Enroll FP
Enroll Pwd
▶ FP & Pwd

Press **ESC** three additional times to return to the start up window.

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

Now have the newly enrolled user test their fingerprint(s). If successful, the A10/X628 will respond with an audible *thank you* and the following screen will appear.

Verify
Pin: 00001
Verified.

Next, test the newly enrolled password.

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

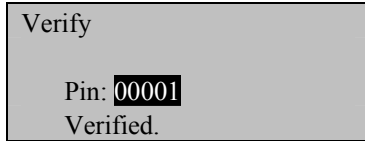
Enter the User ID number and press **OK**.

The A10/X628 will prompt you to enter your four digit password.

Pwd Affirm
Input Pwd [REDACTED]

Enter the four digit password and press **OK**.

If successful, the A10/X628 will respond with an audible *thank you* and the following screen will appear.



Verify
Pin: 00001
Verified.

Note:

The A10/X628 will make a note in its transaction log that the user has accessed the A10/X628. This information is used for Time & Attendance software applications.

C. Deleting Enrolled Users

You can delete fingerprints, passwords or an entire user. Deleting old and unused fingerprint templates makes room for new ones. It is imperative to delete user information when:

- A user's fingerprint(s) is no longer recognized (possibly caused by injury) or their password has been forgotten.
- The user is no longer employed and their fingerprint(s)/ password and information need to be deleted from the A10/X628 for security purposes.

To perform deletion, press **MENU**.



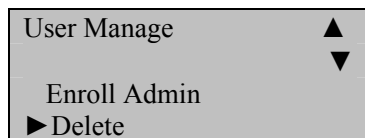
Scroll with the ▲/▼ keys and place the cursor (▶) alongside **User Manage**



Press **OK**.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside **Delete**.



Press **OK**.

The A10/X628 will prompt you with the delete menu.

```
Delete
UserID 00001
ESC      OK
```

Enter the user's ID whose information you would like to delete then press **OK**.

The A10/X628 will then prompt to confirm the user's ID you would like to delete. Press **OK**.

```
Del Fingerprint(s)
00001-0
UserID 00001
ESC      OK
```

If the user has additional fingerprints enrolled, the A10/X628 will prompt you with the choice of deleting each enrolled fingerprint (i.e. 00001-1, 00001-2, etc).

If a user also has a password enrolled, the A10/X628 will prompt you to delete the password.

```
Del Password
00001-P
UserID 00001
ESC      OK
```

Press **OK** to delete the password.

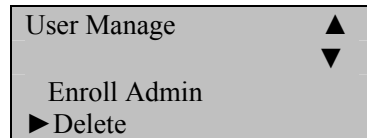
The A10/X628 will prompt with for a final time that the user you want to delete is correct.

```
Del User
00001
ESC      OK
```

If you are positive and wish to delete this user then press **OK**.

If you wish to cancel the deletion process, press **ESC**.

Pressing either **OK** or **ESC** returns you to the user manage menu.



Press **ESC** three additional times to return to the start-up window.

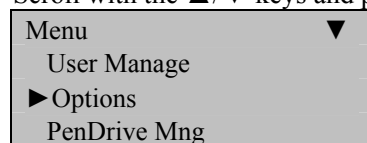


VI. Changing Date and Time

Press **MENU**.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside options.



Press **OK**.



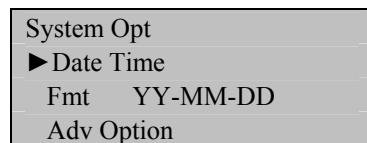
The options menu will appear.



Scroll with the ▲/▼ keys and place the cursor (►) alongside **System Opt**.

Press **OK**.

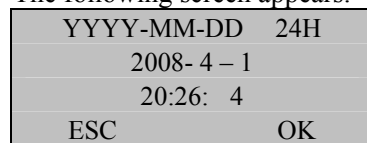
The following screen appears.



Scroll with the ▲/▼ keys and place the cursor (►) alongside **Date Time**.

Press **OK**.

The following screen appears.



Scroll with the ▲/▼ keys to change either the year, month, day or time.

Use the keypad to change the current value(s).

Note:

Time is in military (24-hour) format.

Press **OK** to accept changes or **ESC** to cancel and return to the previous menu.

```
System Opt
▶ Date Time
  Fmt      YY-MM-DD
  Adv Option
```

Press **ESC** three additional times to return to the Start-Up window.

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

VII. Changing Date Format

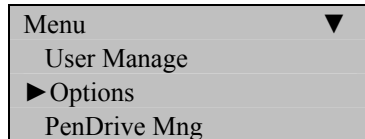
The following date formats are available

YY.MM.DD	MM-DD-YY	MM/DD/YY
MM.DD.YY	DD-MM-YY	DD/MM/YY
DD.MM.YY	YYYYMMDD	

Press **MENU**.



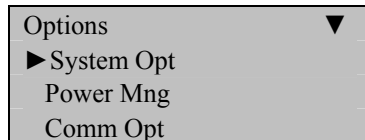
Scroll with the ▲/▼ keys and place the cursor (▶) alongside options.



Press **OK**.



The options menu will appear.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside system opt.

Press **OK** and the following screen appears.

System Opt
Date Time
▶ Fmt YY-MM-DD
Adv Option

Scroll with the ▲/▼ keys and place the cursor (▶) alongside fmt.
Press **OK**.

Notice the YY-MM-DD becomes highlighted. The screen now allows you to change the date format.

System Opt
Date Time
▶ Fmt YY-MM-DD
Adv Option

Use the scroll ▲/▼ keys to change the date format.

Press **OK** to accept changes.

The date format YY-MM-DD will no longer be highlighted and you are free to scroll through the menu.

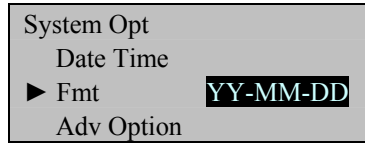
System Opt
Date Time
▶ Fmt YY-MM-DD
Adv Option

Press **ESC** when finished.

You will be prompted to save your changes.

System Opt
Save?
ESC OK (Save)

Press **OK** to accept changes or **ESC** to cancel and return to the system options menu.



Press three additional times to return to the start up window.



VIII. Advanced Settings

Below are a list of available advanced settings and their descriptions for your A10/X628.

Reset Opts:

Restores all default factory settings. Does not delete user fingerprint(s)/passwords or transactions/audit logs.

Del Att Logs:

Clears attendance/transaction log but not user fingerprint(s)/passwords.

Clear all Data:

Deletes both user data and attendance/audit logs.

Clr Admin Pri:

Change the rights of ALL administrator(s) to a normal user.

Show Score:

Display the score of the quality of the fingerprint(s) match.

1:N Fingerprint(s) Match Threshold:

Changes fingerprint(s)-matching "sensitivity"

Must Input ID:

Disable 1:N matching (users MUST first enter user ID number prior to placing finger on sensor)

1:1 Fingerprint(s) Match Threshold

Changes fingerprint matching sensitivity

Voice

Option to turn voice prompts on or off

Button Beep

Option to turn audio beep on or off

Adjust Volume

Option to increase or decrease volume

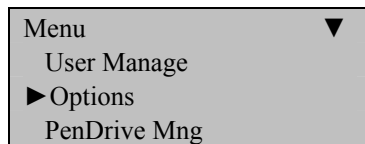
A. Resetting A10/X628

Resetting your A10/X628 will erase the current system settings but not user fingerprint(s), passwords or attendance/audit logs.

Press **MENU**.



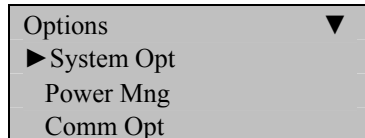
Scroll with the ▲/▼ keys and place the cursor (▶) alongside **Options**.



Press **OK**.

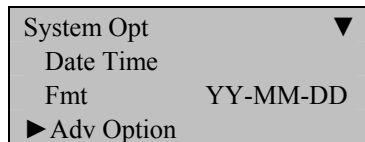


The options menu will appear.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside system opt

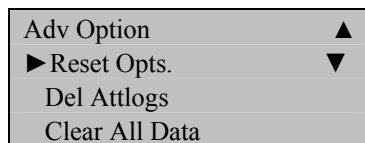
Press **OK** and the systems option menu should appear.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside adv option.

Press **OK**.

The advanced options menu will appear.

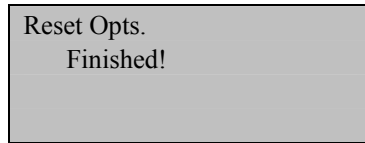


Scroll with the ▲/▼ keys and place the cursor (▶) alongside reset opts.

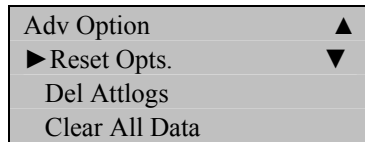
Once you press **OK**, all system changes will erase and the A10/X628's original factory settings will be restored. However, all user data and attendance/audit logs will remain unchanged.

Press **OK** if you wish to erase all system changes.

The A10/X628 will prompt you will a finished message.



The advanced options menu will return.



Press **ESC** four additional times to return to the start up window.



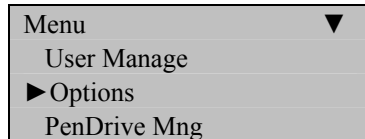
B. Deleting Attendance/Audit Logs

If this option is selected, all attendance/audit logs will be deleted but user fingerprint(s) and passwords are not.

Press **MENU**.



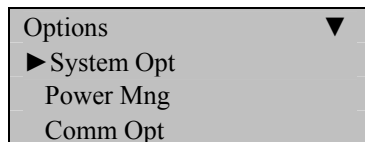
Scroll with the ▲/▼ keys and place the cursor (▶) alongside options.



Press **OK**.



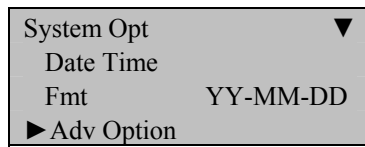
The options menu will appear.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside system opt.

Press **OK**.

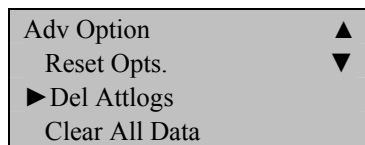
The following screen appears.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside adv option.

Press **OK**.

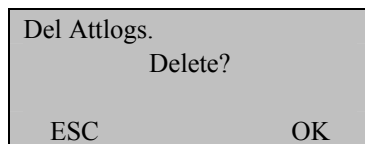
The advanced options menu will return.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside del attlogs.

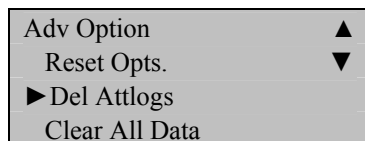
Press **OK** if you want to erase all the attendance/audit logs.

The A10/X628 will prompt you to delete this data.



Press **OK** to accept or **ESC** to cancel.

The advanced options menu returns.



Press **ESC** four additional times to return to the start up window.



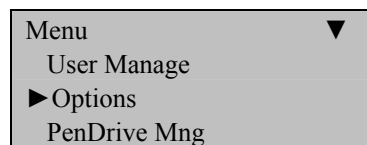
C. Clear all Data

With the selection of this option, all user fingerprint(s), passwords and attendance/audit logs will be deleted.

Press **MENU**.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside options.



Press **OK**.



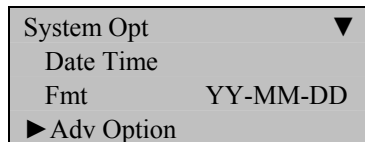
The options menu will appear.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside system opt.

Press **OK**.

The following screen appears.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside adv option.

Press **OK**.

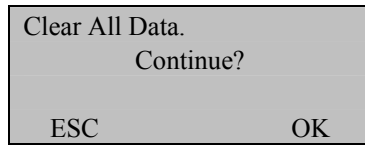
The advanced options menu will appear.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside clear all data.

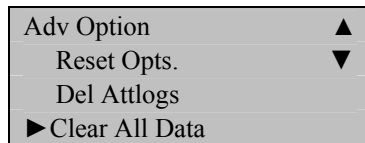
Press **OK** if you want to erase all user fingerprint(s), passwords and attendance/audit logs.

The A10/X628 will prompt you to continue with the deletion process.



Press **OK** to accept or **ESC** to cancel.

The advanced options menu will return.



Press **ESC** four additional times to return to the start up window.



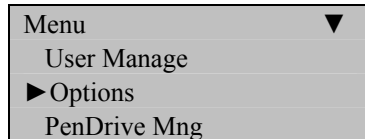
D. Clear Administrator Privileges

Selecting this option will revoke all administrative privileges and convert them to a normal user. In addition, this function gives all users unrestricted access to the menu system. Therefore, converting a previously enrolled administrator back to an administrator as soon as possible is recommended.

Press **MENU**.



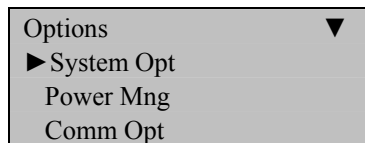
Scroll with the ▲/▼ keys and place the cursor (▶) alongside options.



Press **OK**.



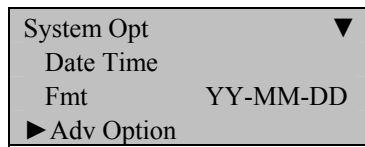
The options menu will appear.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside system opt.

Press **OK**.

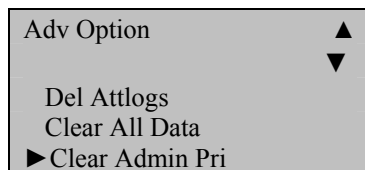
The system option menu appears.



Scroll with the ▲/▼ keys and place the cursor (►) alongside adv option.

Press **OK**.

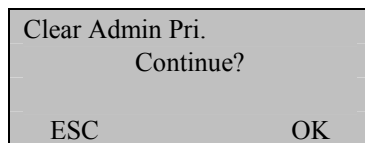
The advanced options menu will appear.



Scroll with the ▲/▼ keys and place the cursor (►) alongside clear admin pri.

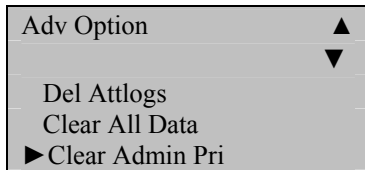
Press **OK** if you wish to revoke administrator privileges for all administrators and convert them to normal users.

The A10/X628 will prompt to continue with the process.



Press **OK** to accept or **ESC** to cancel.

The advanced options menu will return



Press **ESC** four additional times to return to the start up window.



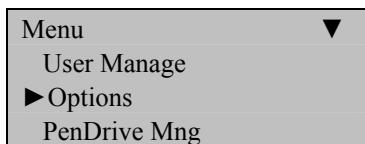
E. Show Score

This will display the score quality of the fingerprint match.

Press **MENU**.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside **Options**.



Press **OK**.



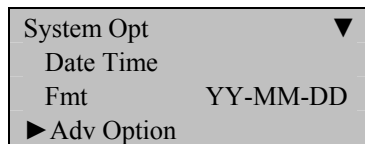
The options menu will appear.



Scroll with the ▲/▼ keys and place the cursor (►) alongside system opt.

Press **OK**.

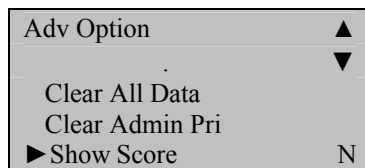
The system options menu should appear.



Scroll with the ▲/▼ keys and place the cursor (►) alongside adv option.

Press **OK**.

The advanced options menu will appear.



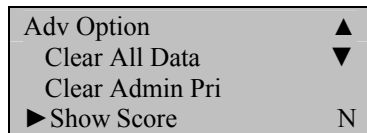
Scroll with the ▲/▼ keys and place the cursor (▶) alongside show score.

Press **OK**.

Notice the **Y** / **N** in show score becomes highlighted.

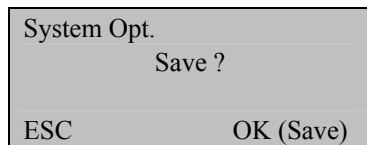
Use the scroll ▲/▼ keys to enter either yes or no.

Press **OK** after making the change.



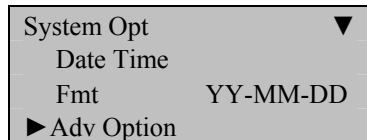
Press **OK** again.

The A10/X628 will prompt you to save changes.

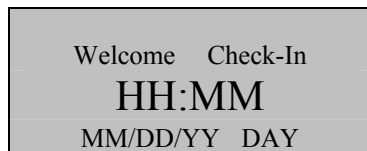


Press **OK** to accept or **ESC** to cancel.

The system options menu will return.



Press **ESC** three additional times to return to the start up window.



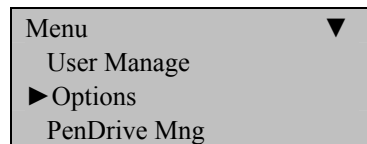
F. 1:N Fingerprint(s) Match Threshold

This feature allows you to change the sensitivity setting of the sensor when fingerprints are being matched.

Press **MENU**.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside options.



Press **OK**.

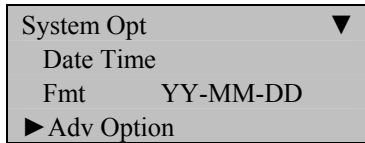


The options menu will appear.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside system opt.

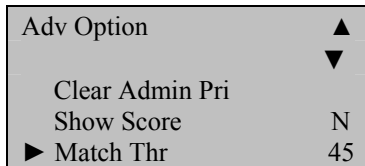
Press **OK** and the system options menu appears.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside adv option.

Press **OK**.

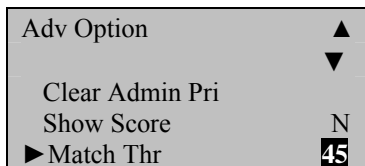
The advanced options menu will appear.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside match thr.

Press **OK**.

Notice the **45** in match thr becomes highlighted.



Use the keypad or scroll ▲/▼ keys to change the threshold setting.

Decreasing the threshold decreases the sensitivity of the sensor when reading difficult fingerprints.

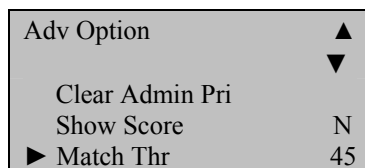
If the A10/X628 is experiencing difficulties reading fingerprints, then consider decreasing the threshold in 5-unit increments until the vast majority of users fingerprints can be read consistently.

If decreasing the threshold does not help improve fingerprint reads, consider issuing PIN numbers for those users having difficulty with their fingerprints being read.

Table 1—1 Suggested Match Threshold Settings

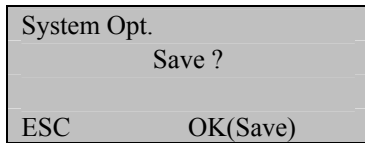
FRR	FAR	1:N (Many)	1:1
High	Low	45	25
Middle	Middle	35	15
Low	High	25	10

After changing the threshold, press **OK**.



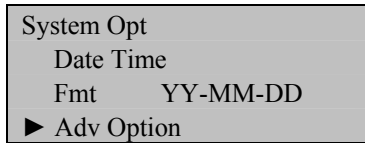
Press **OK** again.

The A10/X628 will prompt you to save new changes.



Press **OK** to confirm.

The System Options menu will return.



Press **ESC** three additional times to return to the start up window.



G. Must Input ID

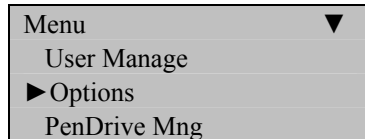
This feature disables 1:N fingerprint matching and places the A10/X628 in 1:1 fingerprint matching mode.

Although 1:1 fingerprint matching requires an extra step of entering a users ID number prior to scanning their finger, 1:1 fingerprint matching is more consistent than 1:N (many) fingerprint matching.

Press **MENU**.



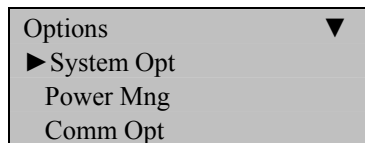
Scroll with the ▲/▼ keys and place the cursor (▶) alongside options.



Press **OK**.



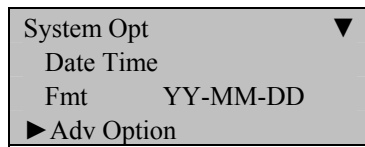
The options menu will appear.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside system opt.

Press **OK**.

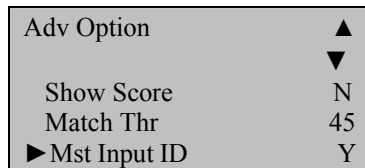
The following screen appears.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside adv option.

Press **OK**.

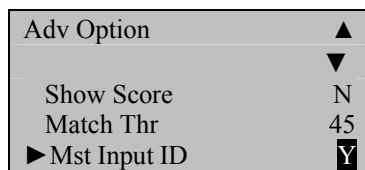
The advanced options menu will appear.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside must input ID.

Press **OK**.

Notice the **Y** or **N** for must input ID is highlighted.



Use the scroll ▲/▼ keys to enter either **Y**es or **N**o.

Press **OK** key after making the change.

Adv Option	▲
	▼
Show Score	N
Match Thr	45
▶ Mst Input ID	Y

Press **OK** again.

The A10/X628 will prompt you to save your changes.

System Opt.
Save ?
ESC OK (Save)

Press **OK** to accept or press **ESC** to cancel.

The system options menu will return.

System Opt	▼
Date Time	
Fmt YY-MM-DD	
▶ Adv Option	

Press **ESC** three additional times to return to the start up window.

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

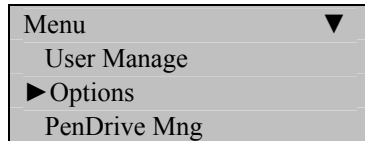
H. 1:1 Fingerprint(s) Match Threshold

This feature allows you to change fingerprint sensor sensitivity.

Press **MENU**.



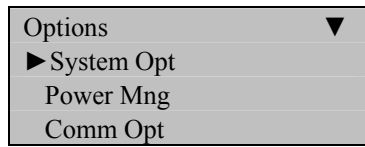
Scroll with the ▲/▼ keys and place the cursor (▶) alongside options.



Press **OK**.



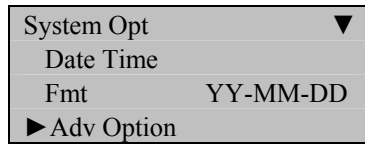
The Options Menu will appear.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside system opt.

Press **OK**.

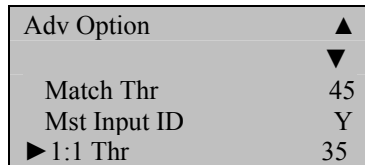
The following screen appears.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside adv option.

Press **OK**.

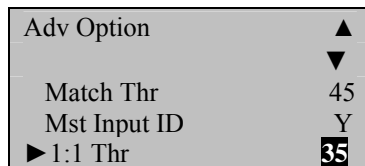
The advanced options menu will appear.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside 1:1 thr.

Press **OK**.

Notice the **35** in match thr becomes highlighted.



Use the keypad or scroll ▲/▼ keys to change the threshold setting.

Note:

Decreasing the threshold decreases the fingerprint sensor sensitivity.

If the A10/X628 is experiencing difficulties reading fingerprints, consider decreasing the threshold in 5-unit increments until the vast majority of users fingerprints can be read consistently.

If decreasing the threshold doesn't help improve fingerprint reads, consider issuing PIN numbers for those users having difficulty with their fingerprints being read.

Table 1—1 Suggested Match Threshold Settings

FRR	FAR	1:N (many)	1:1
High	Low	45	25
Middle	Middle	35	15
Low	High	25	10

After changing the threshold, press **OK**.

Adv Option	▲
	▼
Match Thr	45
Mst Input ID	Y
▶ 1:1 Thr	35

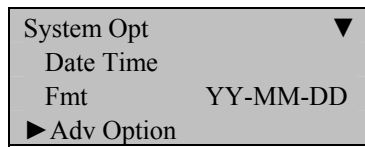
Press **OK** again.

The A10/X628 will prompt you to save changes.

System Opt.	
Save ?	
ESC	OK (Save)

Press **OK** again.

The system options menu will appear.



Press **ESC** three additional times to return to the start up window.



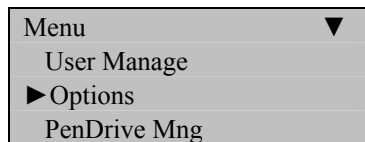
I. Voice

This option allows you to turn voice prompts on or off.

Press **MENU**.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside options.



Press **OK**.

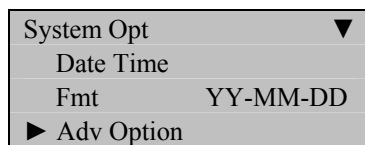


The options menu will appear.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside system opt.

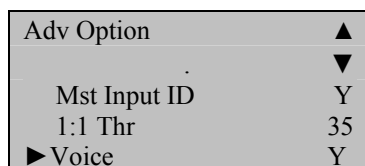
Press **OK** and the system options menu will appear.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside adv option.

Press **OK**.

The advanced options menu will appear.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside voice.

Press **OK**.

Notice the **Y** or **N** for voice becomes highlighted.

Adv Option	▲
	▼
Mst Input ID	Y
1:1 Thr	35
▶ Voice	Y

Use the scroll ▲/▼ keys to enter either **Yes** or **No**.

Press **OK** after making the change.

Adv Option	▲
	▼
Mst Input ID	Y
1:1 Thr	35
▶ Voice	Y

Press **OK** again.

The A10/X628 will prompt you to save your changes.

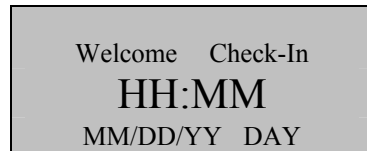
System Opt.
Save ?
ESC OK (Save)

Press **OK** to accept or press **ESC** to cancel.

The system options menu will return.

System Opt
Date Time
Fmt YY-MM-DD
▶ Adv Option

Press **ESC** three additional times to return to the start up window.



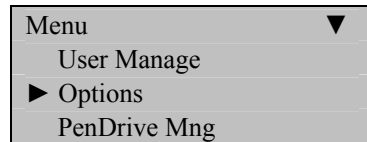
J. Button Beep

This option allows you to turn the beep on the keypad on or off.

Press **MENU**.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside options.



Press **OK**.

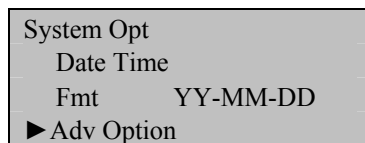


The options menu will appear.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside system opt.

Press **OK** and the system option menu should appear.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside adv option.

Press **OK**.

The advanced options menu will appear.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside button beep.

Press **OK**.

Notice the **Y** or **N** for button beep becomes highlighted.

Adv Option	▲
	▼
▶ Button Beep	Y

Use the scroll ▲/▼ keys to enter either **Y**es or **N**o.

Press **OK** key after making the change.

Adv Option	▲
	▼
▶ Button Beep	Y

Press **OK** again.

The A10/X628 will prompt you to save your changes.

System Opt.	
Save ?	
ESC	OK (Save)

Press **OK** to accept or press **ESC** to cancel.

The system options menu will return.

System Opt	
Date Time	
Fmt	YY-MM-DD
▶ Adv Option	

Press **ESC** three additional times to return to the start up window.

--

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

K. Adjust Volume

Allows you to increase or decrease volume on your A10/X628.

Press **MENU**.



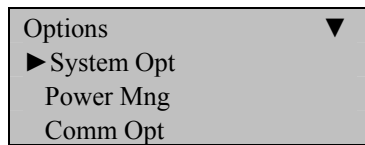
Scroll with the ▲/▼ keys and place the cursor (▶) alongside options.

Menu ▼
User Manage
▶ Options
PenDrive Mng

Press **OK**.



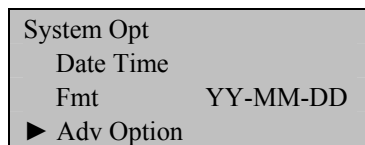
The options menu will appear.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside system opt.

Press **OK**.

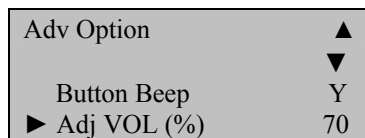
The following screen appears.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside adv option.

Press **OK**.

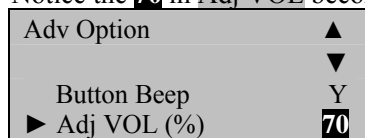
The advanced options menu will appear.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside **Adj VOL**.

Press **OK**.

Notice the **70** in **Adj VOL** becomes highlighted.



Use the keypad or scroll ▲/▼ keys to adjust the volume.

After changing the volume, press the **OK** key.

Adv Option	▲
	▼
Button Beep	Y
▶ Adj VOL (%)	70

Press **OK** again.

The A10/X628 will prompt you to save your changes.

System Opt.	
Save ?	
ESC	OK (Save)

Press **OK** again.

The system options menu will return.

System Opt	
Date Time	
Fmt	YY-MM-DD
▶ Adv Option	

Press **ESC** three additional times to return to the start up window.

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

VIII. Power Management

There are various power modes that can be selected. Below is a brief description of what they do and steps displaying how to access each of these modes.

Shut down schedule

Turn off the power at pre-defined times.

Power on schedule

Turn on the power at pre-defined times.

Sleep schedule

Enable sleep mode at pre-defined times.

Press any key to bring the A10/X628 out of sleep mode.

Idle

This setting determines if the A10/X628 should remain idle indefinitely or if it should enter “Sleep Mode” after a specified period of time.

Idle Minute

This setting determines how long the A10/X628 can remain idle prior to entering sleep mode.

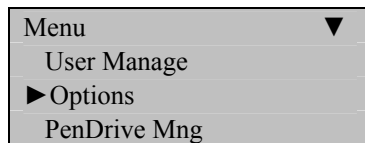
Lock Power (Yes or No)

A. Set Shutdown Schedule

Press **MENU**.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside options.



Press **OK**.



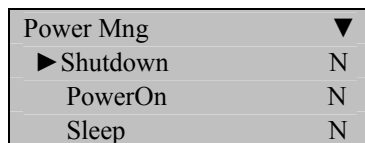
The options menu will appear.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside power mng.

Press **OK**.

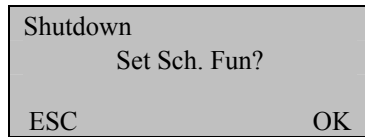
The following screen appears.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside shutdown.

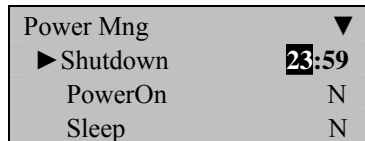
Press **OK**.

You'll then be prompted to schedule the shutdown function.



Press **OK** to schedule the shutdown function.

Notice the 23 : 59 in shutdown becomes highlighted.



Use the scroll ▲/▼ keys and keypad to change the hour and time the A10/X628 should shutdown.

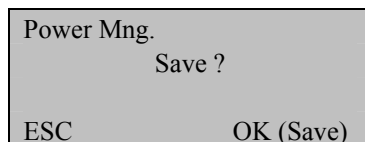
Press **OK** after making the change.

Notice the 23:59 in shutdown will no longer be highlighted and you're free again to scroll through the menu.



Press **ESC**.

The A10/X628 will prompt you to save the change.



Press **OK** to accept or press **ESC** to cancel.

The options menu will return.



Press **ESC** twice to return to the start up window.

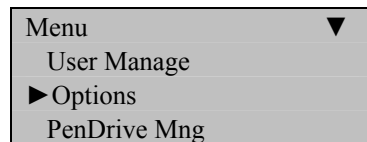


B. Set Power On Schedule

Press **MENU**.



Scroll with the ▲/▼ keys and place the cursor (►) alongside options.



Press **OK**.



The options menu will appear.



Scroll with the ▲/▼ keys and place the cursor (►) alongside power mng.

Press **OK**.

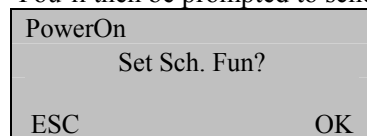
The following screen appears.



Scroll with the ▲/▼ keys and place the cursor (►) alongside poweron.

Press **OK**.

You'll then be prompted to schedule a power on function.



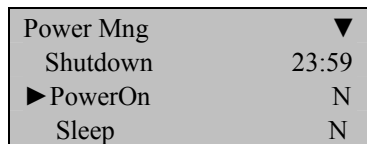
Press **OK** to schedule the PowerOn Function.

Notice the **23:59** in **PowerOn** becomes highlighted.



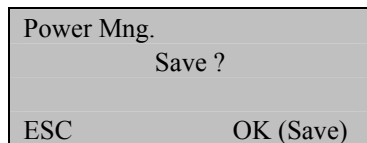
Use the scroll **▲/▼** keys and keypad to change the hour and time the A10/X628 should **Power On**.

Press **OK** after making the change.



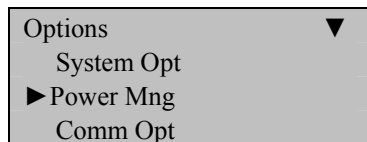
Press **ESC**.

The A10/X628 will prompt you to save your change.



Press **OK** to accept or press **ESC** to cancel.

The Options menu will return.



Press **ESC** two additional times to return to the start up window.

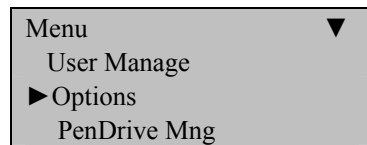


C. Set Sleep Schedule

Press **MENU**.



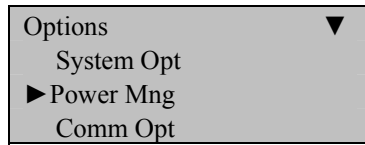
Scroll with the ▲/▼ keys and place the cursor (▶) alongside options.



Press **OK**.



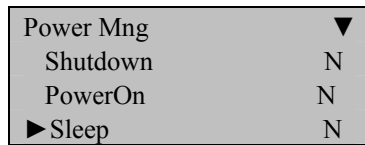
The Options Menu will appear.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside power mng.

Press **OK**.

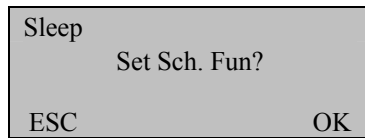
The following screen appears.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside sleep.

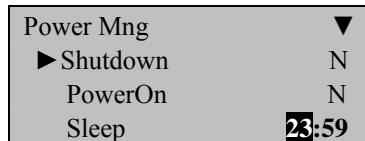
Press **OK**.

You'll then be prompted to schedule the sleep function.



Press **OK** to schedule the Sleep Function.

Notice the 23 : 59 in sleep becomes highlighted.



Use the scroll ▲/▼ keys and keypad to change the hour and time the A10/X628 should sleep.

Press **OK** after making the change.

Power Mng	▼
Shutdown	N
PowerO	N
▶ Sleep	23:59

Press **ESC**.

The A10/X628 will prompt.

Sleep.
Save ?
ESC OK (Save)

Press **OK** to accept or press **ESC** to cancel.

The options menu will return.

Options	▼
System Opt	
▶ Power Mng	
Comm Opt	

Press **ESC** two additional times to return to the start up window.

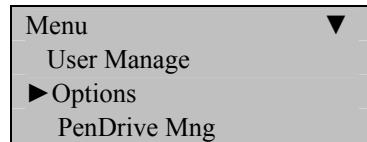
Welcome Check-In
HH:MM
MM/DD/YY DAY

D. Set Idle to Off or Sleep

Press **MENU**.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside options.



Press **OK**.



The Options Menu will appear.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside power mng.

Press **OK**.

The following screen appears.

Power Mng	▲
	▼
PowerOn	N
Sleep	N
▶ Idle	SLP

Scroll with the ▲/▼ keys and place the cursor (▶) alongside idle.

Press **OK**.

Notice the 23 : 59 in sleep becomes highlighted.

Power Mng	▲
	▼
PowerOn	N
Sleep	N
▶ Idle	SLP

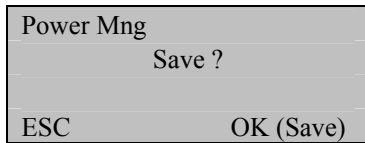
Use the scroll ▲/▼ keys to change the idle mode to sleep or off.

Press **OK** after making the change.

Power Mng	▲
	▼
PowerOn	N
Sleep	N
▶ Idle	SLP

Press **ESC**.

The A10/X628 will prompt you to save your new change.

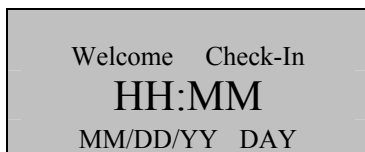


Press **OK** to accept or press **ESC** to cancel.

The Options menu will return.



Press two additional times to return to the start up window.



E. Set Idle Minutes

Press **MENU**.



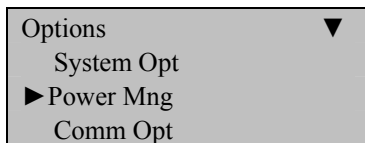
Scroll with the ▲/▼ keys and place the cursor (►) alongside options.



Press **OK**.



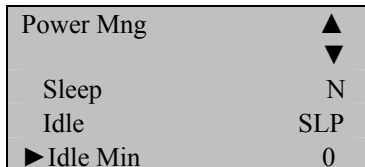
The options menu will appear.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside power mng.

Press **OK**.

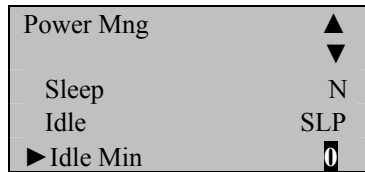
The following screen appears.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside idle min.

Press **OK**.

Notice the **0** in idle min becomes highlighted.



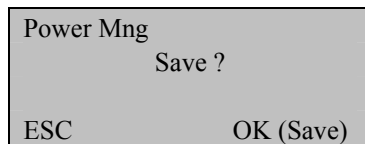
Use the scroll ▲/▼ keys to change the idle minutes.

Press **OK** after making the change.



Press **ESC**.

The A10/X628 will prompt you to save the change.



Press **OK** to accept or press **ESC** to cancel.

The options menu will return.



Press **ESC** two additional times to return to the start up window.

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

F. Lock Power

Press **MENU**.



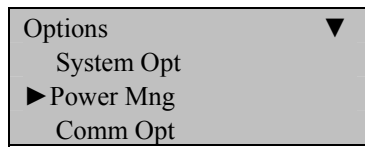
Scroll with the ▲/▼ keys and place the cursor (▶) alongside options.

Menu ▼
User Manage
▶ Options
PenDrive Mng

Press **OK**.



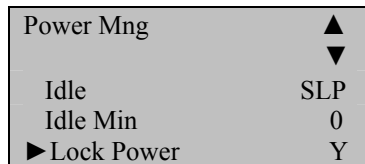
The options menu will appear.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside power mng.

Press **OK**.

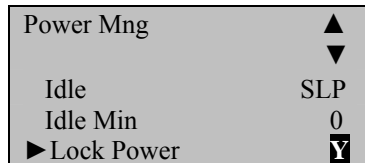
The following screen appears.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside lock power.

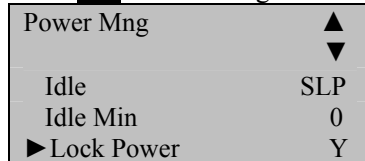
Press **OK**.

Notice the **Y** in lock power becomes highlighted.



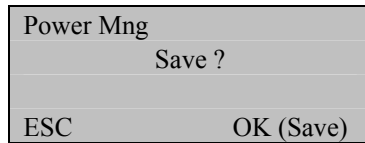
Use the scroll ▲/▼ keys to change the **Y** or **N** in lock power.

Press **OK** after making the change.



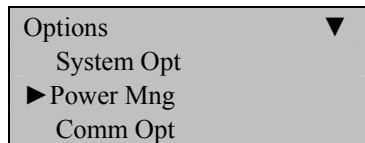
Press **ESC**.

The A10/X628 will prompt you to save the new change.

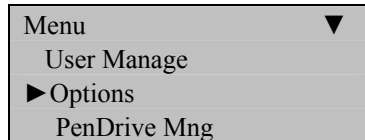


Press **OK** to accept or press **ESC** to cancel.

The options menu will return.



Press **ESC** two additional times to return to the start up window.



Press **ESC**.



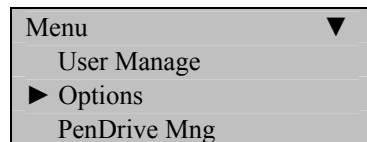
IX. Communication Options

The A10/X628 can communicate via the Network (Ethernet) or RS 232/485. Below are instructions on how to reach this option in the A10/X628.

Press **MENU**.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside options.



Press the **OK** key.



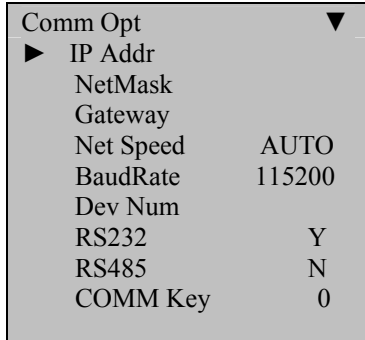
The options menu will appear.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside comm. opt.

Press **OK**.

The following communication settings are available.



A. Network (Ethernet) Connectivity

The following settings are available.

Machine IP address

Default IP is 192.168.1.201. This can be modified, but do NOT use an IP address that is being used on the same network by another device.

Subnet mask

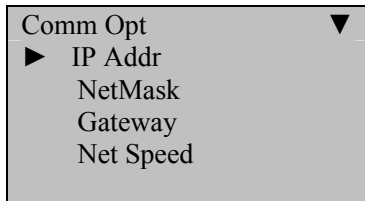
Default mask 255.255.255.0. This can be modified.

Gateway address

Default gateway address is 0.0.0.0. This can be modified.

Network speed

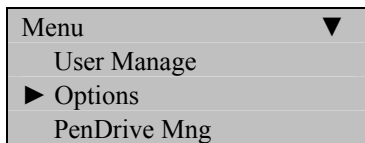
Notice three available options (Automatic, 10M and 100M).



To change Network settings begin at the start up window and press **MENU**.



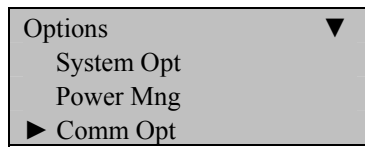
Scroll with the ▲/▼ keys and place the cursor (▶) alongside options.



Press **OK**.



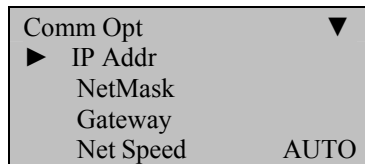
The options menu will appear.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside comm. opt.

Press **OK**.

The following network communication settings are available.

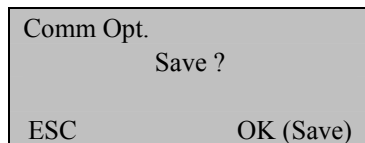


Scroll with the ▲/▼ keys to place the cursor in the desired field and change the communication setting as desired.

Press **OK** after modifying the desired communication settings.

When finished, press **ESC**.

You'll be prompted to save your new changes.



Press **OK** again.

The options menu will return.



Press **ESC** two additional times to return to the start up window.



B. RS232/485 Serial Connectivity

The following settings are available:

Baud rate:

Choose either 9600, 19200, 38400, 57600, 115200.

RS232:

Enable or disable RS 232 communication.

RS485:

Enable or disable RS 485 communication.

COMM Key:

Secure the Serial connection with a Key (password). The default value is set to 0.

Dev Num:

Assign each A10/X628 a unique Device Number ranging from 1-255. This device number is also the site code if the A10/X628 is using a Wiegand communication protocol with a 3rd party access control panel.

Comm Opt	▼
▶ BaudRate	115200
Dev Num	
RS232	Y
RS485	N
COMM Key	0

To change RS 232/485 settings begin at start-up and press **MENU**.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside options.

Menu	▼
User Manage	
▶ Options	
PenDrive Mng	

Press **OK**.



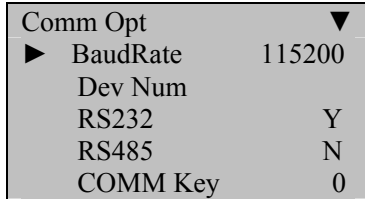
The options menu will appear.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside comm opt.

Press **OK**.

The following RS 232/485 Communication settings are available.

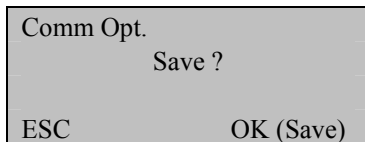


Scroll with the ▲/▼ keys to place the cursor in the desired field and change the communication setting as desired.

Press **OK** after modifying desired communication settings.

When finished, press **ESC**.

You'll be prompted to save your new changes.



Press **OK** again.

The Options menu will return.



Press **ESC** two additional times to return to the start up window.



X. Log Options

The A10/X628 has 3 logging options:

Alarm Superlog

Alarm Attendance Log

When the number of transactions reaches a set value a warning alarm will be sounded to clear the memory.

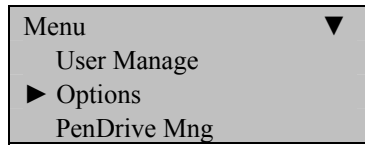
Recheck Minute

This can be set to avoid record duplicate punches. For eg. If this value is set as 2, then it will not record the transaction of the same user ID within 2 minutes of the first punch.

Press **MENU**.



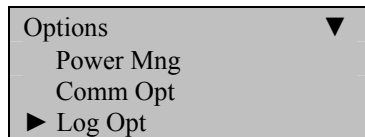
Scroll with the ▲/▼ keys and place the cursor (▶) alongside options.



Press **OK**.



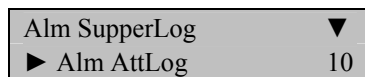
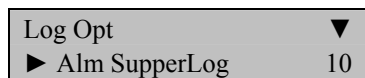
The options menu will appear.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside log opt.

Press **OK** key.

The following screen appears.



Alm AttLog	▲
▶ Recheck Min	0

Scroll with the ▲/▼ keys to place the cursor in the desired field.

Press **OK** and modify your desired settings.

Enter your preferred serial communication settings.

When finished, press **ESC**.

You will be prompted to save your new changes.

Comm Opt.	
Save ?	
ESC	OK (Save)

Press **OK** again.

The Options menu will return.

Options	▼
System Opt	
Power Mng	
▶ Comm Opt	

Press **ESC** two additional times to return to the start up window.

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

XI. Auto Test

This menu allows you to test various components of the A10/X628.

Run ALL Tests

LCD Test

Does the display appear normal?

Voice Test

Scroll through and listen to pre-recorded voice prompts by pressing **OK**.

Fingerprint Reader

Does the display indicate the fingerprint reader is OK?

Key Test

Does each key pressed on the keypad correctly coincide with the key displayed on the screen?

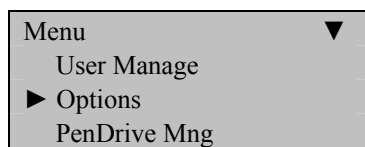
Real Time Clock (RTC) Test

Does the display indicate the RTC is OK?

Press **MENU**.



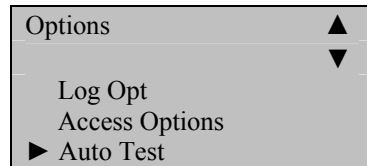
Scroll with the ▲/▼ keys and place the cursor (▶) alongside options.



Press **OK**.



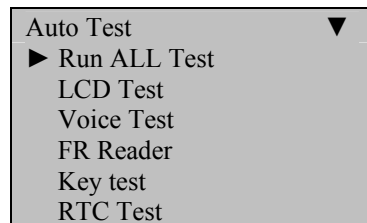
The options menu will appear.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside auto test.

Press **OK**.

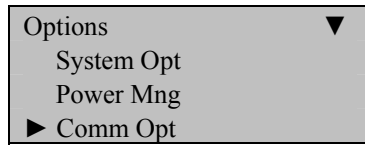
The following screen appears.



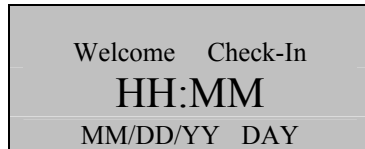
Scroll with the ▲/▼ keys and place the cursor (▶) alongside the feature you'd like to test and press **OK**.

After testing, press **ESC**.

The options menu will return.



Press **ESC** two additional times to return to the start up window.



XII. System Information

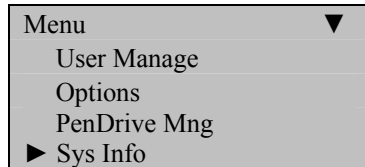
This menu allows you to review various systems on the A10/X628.

- Number of users enrolled
- Number of fingerprint(s) enrolled
- Number of entries in the attendance/audit log
- Number of Administrators (inc Enrollers & Supervisors) enrolled
- Number of passwords enrolled
- Number of S Logs
- Amount of free space available.
 - Available fingerprint(s) entries
 - Available attendance log entries
 - Available S Log entries
- Device Info

Press **MENU**.



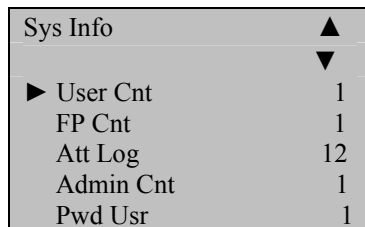
Scroll with the ▲/▼ keys and place the cursor (▶) alongside sys info.



Press **OK**.



The Sys Info screen will appear.



S Logs	116
Free Space Info	
Dev info	

Scroll with the ▲/▼ keys and place the cursor (▶) alongside the system information you'd like to review, and press **OK**.

After reviewing, press **ESC**.

The options menu will return.

Options	▼
System Opt	
Power Mng	
▶ Comm Opt	

Press **ESC** two additional times to return to the start up window.

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

XIII. Maintenance

Cleaning

From time to time, the optical sensor, keypad and display window require cleaning. Since working environments differ, it is not possible to define when exactly cleaning should be performed.

Below is a suggested guide:

Item	Cleaning Frequency
Keypad and display window	Clean when visibly dirty and hard to read.

Optical platen	<p>Do not over clean. The platen is designed to work under greasy or dirty conditions.</p> <p>However, do clean if the platen is obscured or if users report deteriorating performance. See cleaning the Optical Platen below.</p>
----------------	--

To clean the keypad and display, use a soft paper tissue which should be slightly damp.

Cleaning the Optical Platen

- If dusty, blow air on the platen to clean any dust particles.
- If the sensor is greasy, wipe it with a mild window cleaner or other similar neutral detergent.

Warning: Do not use any other cleaner or the platen may be damaged. Be careful not to scratch the platen.