

Setup Installation Guide



GeoFace

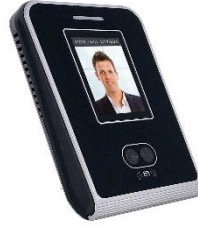


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Setting/changing time on your clocking terminal.

The time and date change must be done at the terminal.

1. Press 'Menu' on the screen
2. Scan your face or Press 1:1 to enter Administrator ID and Password to access menu a. Default Administrator ID is 999 b. Default Administrator Password is 999
3. Select Date/Time
4. Select Time
5. Change the time and press OK
6. Press Save to save the settings

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Clocking terminal - Wireless connection to your network.

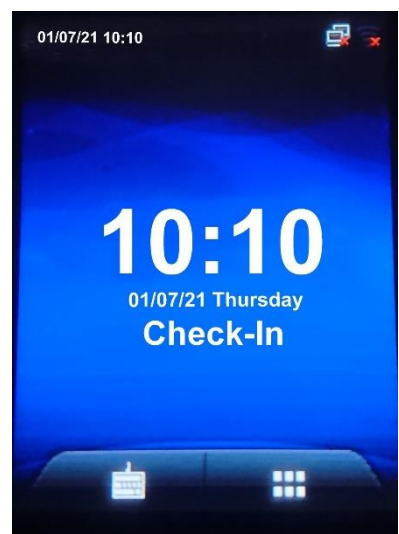
Wireless Connection

(You will need this manual if your terminal come with Wifi)

To connect the clocking terminal to your wireless network, firstly power on the clocking terminal.



Device with Buttons



Device without Buttons

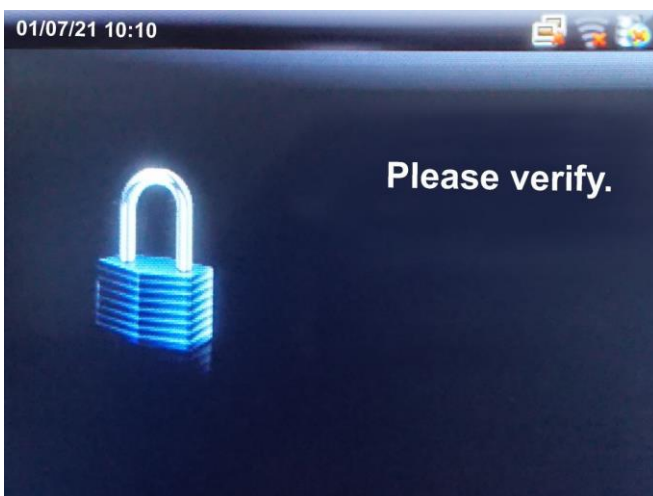
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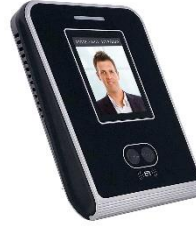
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- Depending on the clocking machine either press M/OK, or for any device without buttons tap icon (menu).
- For the device without buttons, you will need to bring up the keyboard by pressing icon (keyboard)

Log in using the username and password provided in the guide supplied with your clocking terminal.



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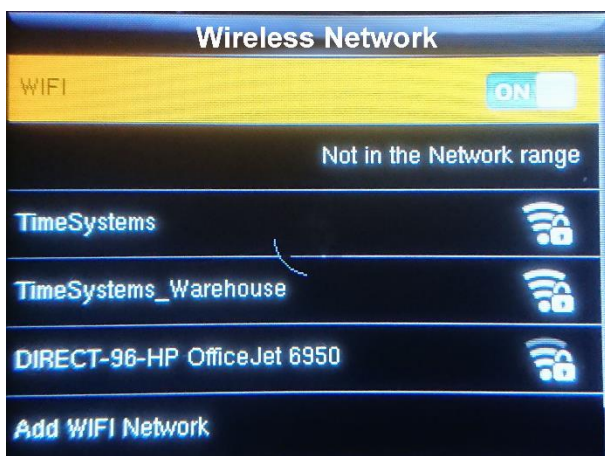


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Once logged you will see the “Main Menu” and
navigate to COMM.

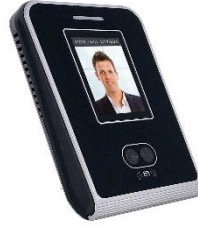


- Select “Wireless Network” then select the wireless
network you want to connect too.



- Input the WiFi Password and the device should say
connected.

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Scroll down to advanced and take a note of the IP Address given to your device.

- On the main screen you should see the Wireless icon in the top right has now changed from No Signal to connected.



No Signal



Connected

IMPORTANT:

Ask your IT administrator to reserve the assigned IP address as soon as possible as the connection may be lost based on your network configuration and policies. Do not touch any other communications settings unless you are instructed to by the supplier.

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Clocking terminal - Ethernet/cable connection to your network.

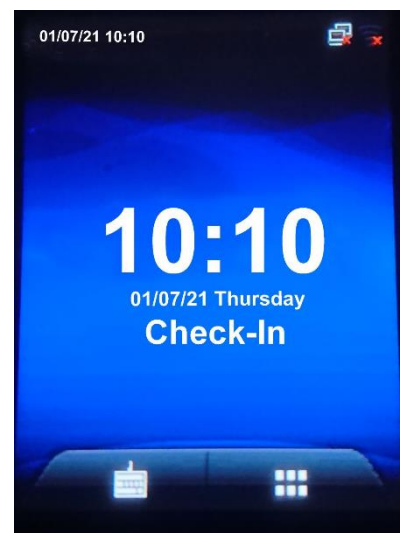
Ethernet/cable Connection - Static IP on your network
is required

To connect the clocking terminal to your network
firstly power on the clocking terminal.

Using Ethernet cable, connect the clocking terminal
to a network device such as a switch or router.



Device with Buttons



Device without Buttons

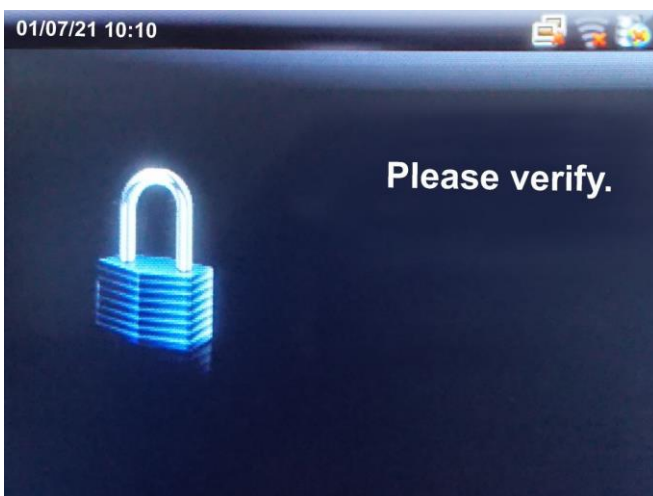
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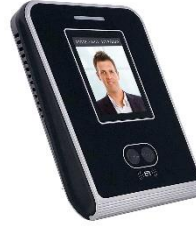
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- Depending on the clocking machine either press M/OK, or for any device without buttons tap icon (menu).
- For the device without buttons, you will need to bring up the keyboard by pressing icon (keyboard)

Log in using the username and password provided in the guide supplied with your clocking terminal.



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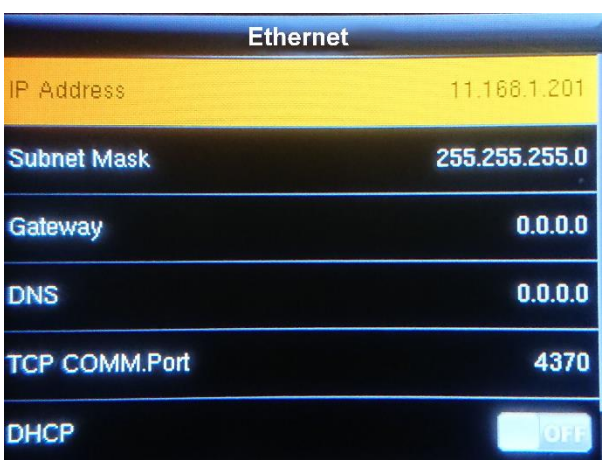


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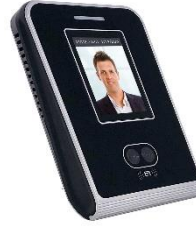
Once logged you will see the “Main Menu” and
navigate to COMM.



- Select “Ethernet” then select “I.P. Address”.



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- Input the reserved I.P address, Subnet and Gateway you should have been provided by your IT administrator. If you have been provided a DNS address, this can be added, but not required.

If you have problems setting the I.P. address, then check that the DHCP option is turned off.

Return to the main screen and you should see the Lan icon in the top right now has changed from No Signal to Connected.



No Signal



Connected

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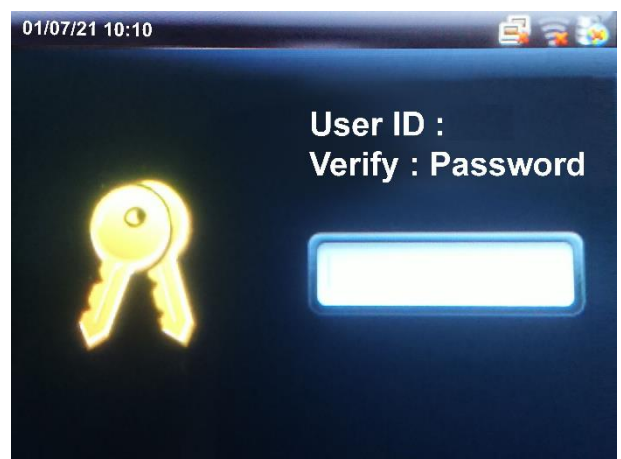
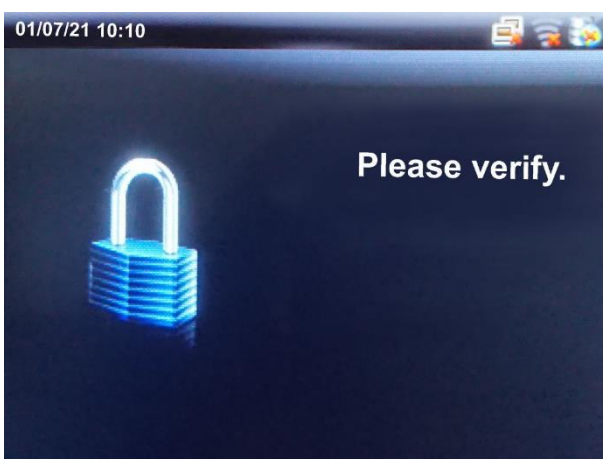


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How to enroll employees on the clocking terminal.

User enrolment

Log in using the username and password provided in the guide supplied with your clocking terminal.



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Once logged you will see the “Main Menu” and
navigate to User Mgt.



Add a new User.

We supply several different devices, Fingerprint, Card,
Palm, Face recognition.

The interfaces are generally the same but there is a
variation when adding a user.

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User ID: This is a unique number you will choose for this user. It will default to 1 for the first user, but you can change this to whatever you would like. It is important that you note the number for each user you will setup as you will need that unique number when setting up the software.

WE DO NOT TRANSMIT USER DATA SUCH AS NAMES OR BIOMETRIC DATA ACROSS THE NETWORK.

All we send between the device and our software is user ID, IN/Out and the time so this unique identifier is very important to note down accurately, to help setup the software.

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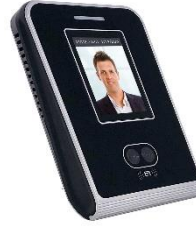
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Name: This can be anything. You may setup the employee's name in the software as the given name but it can be set differently on this device if you wish as this will only show to the employee when logging in.

User Role: Generally, this will be a normal user. You would set the appropriate person to super user so that they can access the main menu for admin purposes.

Badge/Fingerprint/Face: These will be unique to the device purchased and a slightly different setup for each is required. Please see below.

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Password: Generally, you would not need to set this as this is more for a super user not a general user. This can be set up for general users so they may clock in, in the event they forget to bring in their card/fob/fingers or face.

Badge/Fob/Fingerprint/Palm/Face

Badge/fob: Select this option and scan the badge or fob you would like to assign this user.

Fingerprint: Select this option and you will see the below screen:



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Finger 6 is the most common finger people wish to use and is selected by default.

Select the finger you wish to enrol



Place the finger on the scanner.



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You will have to scan the same finger 3 times.
If the finger has already been enrolled under a
different user or a different finger number then you
will get an error.



Once successful you should see the following screen.
Add as many of the users fingers as you wish.

Palm:

Select palm and follow the instructions spoken to you.

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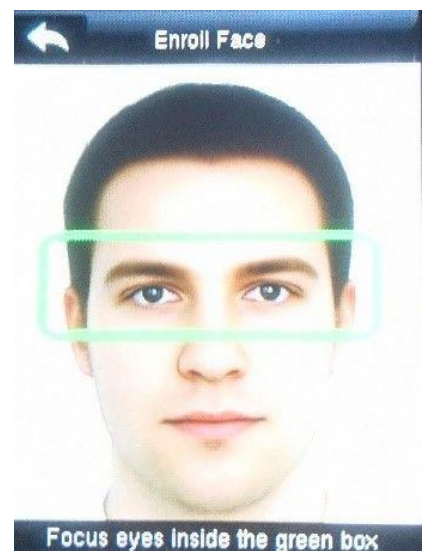


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Face:

Select face and follow the instructions spoken to you.

You have now added your users and complete the device setup.



If your device has not been setup in its intended final location, please wait until the software is installed and you have tested the connection to the terminal before mounting the device.

You may have a different Wi-Fi access point name at the mounting location so you may need to repeat the Wi-Fi connection process.

If you have a signal issue at the mounting location then you may have to use the cable connection.