
MANIPULATING EMPLOYEES ON A BIOSTATION TERMINAL

This document explains how to add and delete employees from the Biostation fingerprint terminal and also covers versions with the optional card reader fitted.

ADDING AN EMPLOYEE AT THE BIOSTATION TERMINAL (Fingerprint Only)

Log into the menu of the Biostation in the normal way:

- Press **Escape**
- Present the *Administrator Finger* **OR** type in the *Master Password* + **OK**
- With **Users** highlighted, press **OK**
- Set the **User ID** using the keypad and press **OK**
- Alter the Finger No: to **2** using the *Across Arrows* and press **OK**

Place the 1st finger to enrol on the sensor and wait to be prompted to remove finger. Place the 1st finger again on the sensor and the terminal will prompt you when to enrol the 2nd finger.

Repeat the above steps again with the 2nd finger to be enrolled.

The message '**Enrol Success**' will appear on the screen to complete the enrolment process.

NOTE: This method will allow an employee to clock just by placing either of their enrolled Fingerprints on the sensor.

**ADDING AN EMPLOYEE AT THE BIOSTATION TERMINAL
(Fingerprint OR User ID + Password)**

Log into the menu of the Biostation in the normal way:

- Press **Escape**
- Present the *Administrator Finger* **OR** type in the *Master Password* + **OK**
- With **Users** highlighted, press **OK**
- Use the *Down Arrow* button to highlight **Enrol User** and press **OK**
- Set the **User ID** using the keypad
- Scroll down to **Password** and set using the keypad, press **OK**
- Alter the Finger No: to **2** using the *Across Arrows* and press **OK**

Place the 1st finger to enrol on the sensor and wait to be prompted to remove finger.
Place the 1st finger again on the sensor and the terminal will prompt you when to enrol
the 2nd finger.

Repeat the above steps again with the 2nd finger to be enrolled.

The message '**Enrol Success**' will appear on the screen to complete the enrolment
process.

NOTE: This method will allow an employee to clock either by placing either of their
enrolled Fingerprints on the sensor or by manually typing in their User ID and Password.

**ADDING AN EMPLOYEE AT THE BIOSTATION TERMINAL
(Card Only)**

Log into the menu of the Biostation in the normal way:

- Press **Escape**
- Present the *Administrator* Finger **OR** type in the *Master Password* + **OK**
- With **Users** highlighted, press **OK**
- User the Down Arrow button to highlight **Enrol User** and press **OK**
- Set the **User ID** using the keypad
- Press **OK**
- Set the **Finger No.** option to **None** using the arrow keys
- Set the **Card Type** to **RF Card**
- Set the **Input Type** to **Read Card ID**
- Press **OK**
- Hold the card against the bottom right corner of the Biostation
- The message '**Enrol without fingerprint?**' will appear
- Press **OK**
- The message '**Enrol Success**' will appear on the screen to complete the enrolment process.

NOTE: This method will allow an employee to clock by Card ONLY on the sensor. It only applies to Biostation terminals with the optional card reader fitted.

**ADDING AN EMPLOYEE AT THE BIOSTATION TERMINAL
(Card + Password)**

Log into the menu of the Biostation in the normal way:

- Press **Escape**
- Present the *Administrator* Finger **OR** type in the *Master Password* + **OK**
- With **Users** highlighted, press **OK**
- User the *Down Arrow* button to highlight **Enrol User** and press **OK**
- Set the **User ID** using the keypad
- Scroll down to **Password** and set using the keypad, Press **OK**
- Set the **Finger No.** option to **None** using the arrow keys
- Set the **Card Type** or **RF Card**
- Set the **Bypass Card** option to **Not User**
- Set the **Input Type** to **Read Card ID**
- Press **OK**
- Hold the card against the bottom right corner of the Biostation
- The message '**Enrol without fingerprint?**' will appear
- Press **OK**
- The message '**Enrol Success**' will appear on the screen to complete the enrolment process.

NOTE: This method will allow an employee to clock by using a **Card** and **Password**. It only applies to Biostation terminals with the optional card reader fitted.

DELETING AN EMPLOYEE AT THE BIOSTATION TERMINAL

Log into the menu of the Biostation in the normal way:

- Press **Escape**
- Present the *Administrator* Finger **OR** type in the *Master Password* + **OK**
- With **Users** highlighted, press **OK**
- Use the *Down Arrow* button and highlight **Edit User** then press **OK**
- Type in the PIN number of the employee you wish to delete and press **OK**

NOTE: You need to type the number in quite quickly. The PIN number is shown in **RED** while the Biostation is waiting for you to type in all of the number.

With the correct employee selected:

- Press **F1** to bring up a side menu
- Press **F3** to delete the employee
- Press **OK** to confirm