

Biostation Administrator's Quick Guide

This guide provides the basic procedures of how to deal with adding, editing and deleting employees on a Suprema Biostation.

Function	Procedure
<p>Add an Employee – Fingerprint ONLY*</p>	<p>Log into the menu of the Biostation in the normal way: Press Escape Present Administrator Finger OR type in 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 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 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.</p> <p>*This method will allow an employee to clock just by placing either of their enrolled Fingerprints on the sensor.</p>
<p>Add an Employee – Card ONLY*</p>	<p>Log into the menu of the Biostation in the normal way: Press Escape Present Administrator Finger OR type in 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 Press OK Set the Finger No. option to None using the arrow keys Set the Card Type to RF Card Set the Bypass Card option to Use 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.</p> <p>*This method will allow an employee to clock by Card ONLY on the sensor.</p>
<p>Add an Employee –</p>	<p>Log into the menu of the Biostation in the normal way:</p>

<p><i>Fingerprint OR User ID + Password</i></p>	<p>Press Escape Present Administrator Finger OR type in 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 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.</p> <p>*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.</p>
<p><i>Delete an Employee</i></p>	<p>Log into the menu of the Biostation in the normal way: Press Escape Present Administrator Finger OR type in Master Password + OK With Users highlighted, press OK Use the Down Arrow button to highlight Edit User and press OK Type in the PIN number of the employee you wish to delete and press OK. 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.</p>
<p><i>Re-enrol an Employee's Fingerprints</i></p>	<p>Log into the menu of the Biostation in the normal way: Press Escape Present Administrator Finger OR type in Master Password + OK With Users highlighted, press OK Use the Down Arrow button to highlight Edit User and press OK Type in the PIN number of the employee you wish to delete and press OK. 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 F2 to request Fingerprint. 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 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 process.</p>