F4 Vista
Time & Attendance
and
Access Control Terminal

User Guide

About this Guide

This guide provides <u>User</u> instructions only. For information regarding actual <u>installation</u>, refer to the F4 Vista Installation Guide.

User Guide Disclaimer

All functions described in this document are current as of April, 2008. However, since the F4 Vista is always being improved upon, it is remotely possible that this document may not coincide exactly with the F4 Vista you have purchased.   Every effort has been made to ensure the information in this document is complete and consistent with the F4 Vista you have purchased. ZK Software will not assume liability for any direct or indirect financial loss resulting from any inaccuracies or omissions found in this document.

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All the functions and uses are recommended for the F4 Vista, only. Due to continuous upgrades and customization of the products, we do not take any responsibility for any or part of the functions not present in the F4 Vista which you purchased. Design and Specifications are subject to change without notice.

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I – CONSIDERATIONS

Time & Attendance (T&A) Software Consideration

The F4 Vista is designed to operate as both an Access Control terminal and a Time & Attendance recorder.

The F4 Vista runs ZK Software's T&A software.   The F4 Vista will also run numerous other 3rd party T&A software applications. Consult with your local ZK Software office to determine which T&A software application best suits your specific needs (www.zk-usa.com).

Environmental Considerations

Do not install or operate the F4 Vista where there is very strong light. Intense light will adversely impact the fingerprint sensor's ability to accurately read fingerprints. The F4 Vista is primarily designed for indoor use.   If it must be installed outdoors, protect it with an all-weather protective covering such as outdoor enclosures manufactured by STI USA (www.sti-usa.com).

The F4 Vista operating temperature range is 0° to 40° C (32° to 105° F). Do not operate the F4 Vista in very hot environments.   Keep the F4 Vista away from direct heat sources and provide adequate ventilation to prevent the F4 Vista from overheating.

II - Abbreviated Operating Procedures

Step 1

Install the F4 Vista and power it up.

Step 2

Enroll users by registering his/her fingerprints or passwords.   If the F4 Vista is operating in stand-alone mode (where no 3rd party access control panel exists), assign users' security privileges directly on the F4 Vista.

If using the F4 Vista with a 3rd party Wiegand access control panel, users' security privileges will be maintained by the access control panel and NOT the F4 Vista.

Step 3

After enrolling user(s), verify his/her enrolled fingerprint(s) or password is recognized by the F4 Vista.

Step 4:

Configure the F4 Vista communication settings. Then download the users' newly enrolled fingerprints from the F4 Vista onto a computer.   Data can be transmitted via TCP/IP or by using a USB flash drive.

Note;
We always recommend backing up the fingerprint templates on to a computer or removable media.   If the F4 Vista ever fails or is vandalized, having a "backup" eliminates the need of having to re-enroll all your users all over again.   Having a "template backup" can potentially save you a lot of time.

Step 5

Verify the F4 Vista displays the correct day and time.

III – Introduction to Fingerprint Recognition Technology

Prior to operating the F4 Vista it is essential to first understand how fingerprint recognition technology works.

Adding and verifying fingerprints is the core function of the F4 Vista. Once a thorough understanding of fingerprint recognition technology is obtained, you'll find your experience with the F4 Vista to be very productive and rewarding.

How fingerprint recognition technology works

When the user places his/her finger on a Fingerprint Recognition Device (i.e. F4 Vista) for the first time, the fingerprint is scanned and converted into a computer-generated "biometric template". The templates can only be recognized by each respective biometric manufacturers' devices. Also note that these "templates" are NOT actual fingerprint images. "Real" fingerprint images cannot be re-generated from these templates.

All fingerprints contain a number of unique physical characteristics called minutiae. Minutia include certain visible aspects of fingerprints such as ridges, ridge endings, and bifurcation (forking) of ridges. Most of the minutiae are found in the core points of fingerprints, and the core points themselves are found near the center of the fingerprint on the fleshy pad of the finger.

Figure A-1 shows the positions of core points within fingerprints. The core points are represented by the red dots in the figure below (*note: if this manual is printed in black and white you'll only see a thick dot near the upper ridges in the figure below*):

Figure A-1
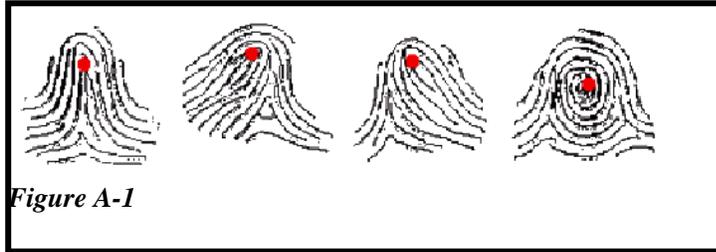
A core point is defined as the topmost point on the innermost upward recurring ridge line.

A user is considered "enrolled" in the F4 Vista after his/her fingerprint(s) or password has been successfully registered in the database of the F4 Vista.

During the enrollment process, when the user places his/her finger(s) on the F4 Vista fingerprint sensor, the F4 Vista takes a picture of that user's finger's key minutiae points. The F4 Vista then uses its proprietary mathematical algorithm and converts that picture into a unique mathematical template which is comparable to a 60-digit password. This unique template is then encrypted and stored in the F4 Vista database.

IMPORTANT NOTE
Privacy issues should never become a concern when using the F4 Vista, since **NO REAL IMAGE OF A USER'S FINGERPRINT IS ACTUALLY STORED.** Instead, ONLY the minutiae-based **templates** are actually stored.

Each time a user's fingerprint is scanned, the F4 Vista searches its database for a matching fingerprint. If the F4 Vista finds a user's matching fingerprint, then his/her "attendance/door access" is recorded in the F4 Vista "audit log" and will be noted in subsequent reports.

Getting Good Fingerprint Images

The quality of fingerprint images is relative to the number of minutiae points captured by the F4 Vista's sensor. Fingerprint images not possessing an adequate number of minutiae points may be unreadable. For those users whose fingerprint images lack sufficient minutia points and cannot be read by the sensor, it's advised to issue those few users a secret password, instead.   You may also consider purchasing an F4 Vista with an integrated card reader, if you prefer not assigning passwords.

Figure A-2 shows poor-quality fingerprints, characterized by smudged, faded or otherwise distorted areas on the fingerprint. These conditions can be caused by excessive dryness or wetness, excessive or insufficient pressure, or scarring of the skin at the fingertip.

Figure A-2

Dry   Wet   Scarred
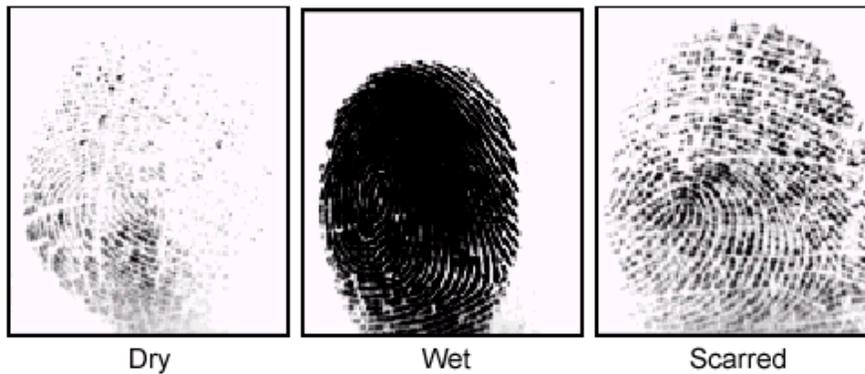
The F4 Vista fingerprint matching algorithm is often capable of extracting the correct minutiae even without the benefit of a perfect print. However, the positioning of the finger and the relative moisture and pressure of the fingerprint when it is placed on the sensor are important contributing factors in achieving a good consistent fingerprint match.

Correcting wet or dry fingerprint images:

When the temperature is very cold or just after washing hands, fingerprints often become very dry. In this case, the user should moisturize his/her fingerprint simply by breathing on the fleshy pad of his/her fingertip prior to placing his/her finger on the sensor. The moisture from his/her breath transferred to his/her finger should help improve the recognition of his/her fingerprint.

Conversely, 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 F4 Vista. This can be remedied simply by swiping the finger on a clean dry towel or cloth.

How much pressure is required for a good-quality fingerprint?

If too much pressure is applied when pressing down on the fingerprint sensor, the finger's ridges become pressed together and create an indistinguishable image. Applying too much pressure (similar to fingerprints that are too wet) will create a "blurred" image which the S900 sensor might not recognize. It is similar to using too much ink on a stamp: the stamp will create a smeared image which is unrecognizable.

Conversely, if too little pressure is applied, the resulting image will be similar to the dry fingerprint. Similar again to a stamp, if not enough ink is used, the image will be barely recognizable.
Issues related to moisture and pressure are easily addressed. A little practice is all that is needed for users to get the feel of it.

Be sure to maintain contact with the fingerprint sensor for 2 full seconds, until the F4 Vista responds.   The F4 Vista has both audio and visual indicators which respond when the F4 Vista senses a finger.

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

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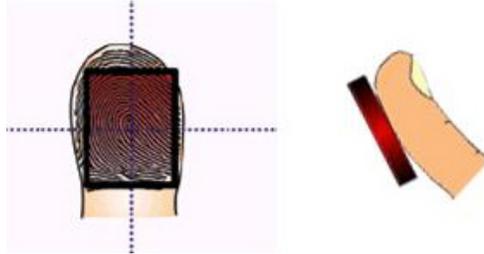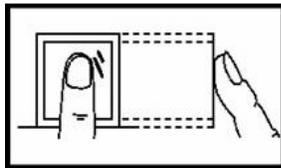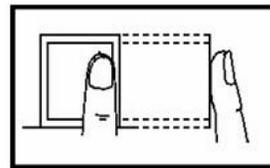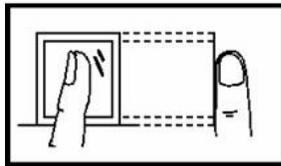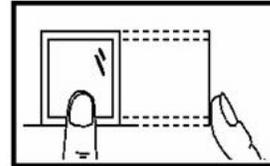
Identity Verification

The F4 Vista will NOT record an employee's attendance OR allow door access UNTIL the individual's identity is verified.

The F4 Vista uses various means to verify a user's identity:

1. Fingerprint Matching
2. Password Matching
3. Card Matching (optional)

Fingerprint Matching

The F4 Vista supports two methods of fingerprint matching, **1:N** and **1:1**.

1: N Fingerprint Matching

When using **1:N** Fingerprint Matching, the F4 Vista will place your fingerprint ("**1**") in its temporary memory and then compare it to <u>ALL</u> ("**N**") the fingerprint templates stored in the F4 Vista database (up to 2800 templates).

By using **1:N** matching the user enjoys the convenience of not having to additionally enter his/her User ID. NO. prior to placing his/her finger on the sensor.   **1:N** is basically 1-touch matching.   It is the FASTEST and EASIEST method of fingerprint matching.

1: 1 Fingerprint Matching (ID. NO +fingerprint)

When too many users' fingerprints are not easily recognized by the F4 Vista, the F4 Vista can be set to perform **1:1** fingerprint matching. 1:1 matching requires the added step of first entering the user's ID. NO. However, 1:1 matching is more consistent than 1:N matching.

Password Matching

If too many users' have difficulty with fingerprint matching, users can register with **passwords,** instead of fingerprints.

<u>Door-Access Considerations</u>

The F4 Vista is designed to work as an Access Control terminal and a Time & Attendance recorder.

Door Access Control decisions are based upon "Who" the user is and "When" the user is permitted door access.

The F4 Vista will verify "who" the user is. But "when" the user is actually permitted door access can be decided EITHER by the F4 Vista OR a 3rd party Access Control panel.

If the F4 Vista validates the identity of the user AND determines the user is permitted door access AT THAT PARTICULAR TIME, the door will release.

If the F4 Vista verifies the user's identity BUT determines the user is NOT permitted door access AT THAT PARTICULAR TIME, the door will NOT release.

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Basic Concepts

This section explains and describes the functions and options of enrolling the users;

- User Enrollment/Verification
- Match Threshold Levels
- User ID Numbers
- Authority (Status) Levels

The two most important functions are user enrollment and user verification.

User Enrollment/Verification

Enrollment is the process of associating an ID number to the user's finger/s to create a template. This template is stored in the memory of F4 Vista for future verification.

During user verification, the stored template is compared to the current fingerprint scan to confirm the user's identity.

The enrollment process takes approximately 2-4 seconds.

Up to ten fingers can be enrolled for the same ID number, so the user may have more verification options.

Ideally, we recommend enrolling one finger from each hand so that 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.

For users with extremely thin fingers, we recommend to enroll the thumb. For users whose fingers are difficult to enroll or cannot be enrolled, we recommend to enroll the password along with fingerprint.

Match Threshold Levels

The Match Threshold is the degree to which a verification is performed to ensure that the user is who he/she claims 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, who should be granted access to the system, is denied on the basis that the system did not recognize him/her.

Note that you **cannot** set match threshold levels on a **per user** basis. The **threshold-setting is universal**, for the ENTIRE user-population.

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

Raising the threshold increases security, while lowering it increases throughput. Based on the quality of the fingerprints of the users, you need to strike a correct balance.

So if too many users have fingerprint(s) having difficulty being read, 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

User ID Numbers

Each fingerprint is assigned a unique User ID Number. This ID number is used to call up the fingerprint template from the F4 Vista database, each time the verification is requested. ID numbers can also be called up via the keypad or RF card

Authority (status) Levels

The F4 Vista has four authority or status levels;

1. **Users**

    People whose identity must be verified prior to releasing the door or having his/her attendance recorded.   Users have no administrative privileges.

2. **Enrollers**

    People who are authorized **ONLY** to **enroll** new users 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 an actual Administrator is enrolled in the system, any user can access the Menu System.

Start-up window

Plug the power adaptor to the main power supply or hit the Power button on the keypad and the following "startup window" appears on the F4 Vista.

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

Note:
   The actual current date/time will appear.

Enrollment and Verification Procedures

This section describes how to enroll and verify users on the F4 Vista.

Note:
> You normally must have Enroller, Administrator, or Supervisor status to enroll users. But until an Admin is enrolled, all users have access to all the menu functions.

Enrolling Users

The first "enroller" with a new F4 Vista will have the capability of enrolling other users.   If you will be the administrator of the F4 Vista, be sure to select "Administrator" when enrolling your fingerprint(s)".

There are three modes of enrollment;

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

The type of enrollment to be selected depends on the environment and how easily the users' fingerprints can be read by the F4 Vista.

Fingerprint enrollment should be used when the majority of users' fingerprints can be read.   This is typical of most office environments.

Password enrollment should be used for users who <u>cannot</u> be enrolled nor verified by his/her fingerprint.   It is not uncommon to have some users whose fingerprints are simply too difficult for the F4 Vista to read.

Fingerprint & Password enrollment allows users' fingerprint(s) AND password to be registered together, at the same time.   Otherwise, these are normally 2 separate operations.

User Management

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The User Management menu allows you to enroll and delete users and his/her respective fingerprint(s) and password.   Some F4 Vista models can also enroll/verify Prox, HID and Mifare cards (aka PIN/FP cards);

Enroll User
> Enroll fingerprint
> Enroll Password
> Enroll Fingerprint and Password

FPCard Management
> Create PINCard
> Enroll FPCard
> Create FPCard
> Register FPCard
> Unregister FPCard
> Empty FPCard
> Dump FPCard
> Move To FPCard

Enroll Admin
> Enroll fingerprint
> Enroll Password
> Enroll Fingerprint and Password

Delete

Enroll Users

Users (not including Admins, Supervisors or Enrollers) have NO "administrative" access to the F4 Vista, but can gain door access and have his/her attendance recorded.

Note:
Until an actual "Administrator" is enrolled in the F4 Vista, ALL "users" enrolled on the F4 Vista DO "temporarily" have administrative access.   Therefore it is important to enroll an "administrator" on the F4 Vista soon after initial installation.

"Users" can enroll with three methods;

- **Fingerprints**
- **Passwords**
- **Fingerprints and Passwords**

Enroll Fingerprint (for Users)

To start Fingerprint enrollment, press the **MENU** key on the F4 Vista.

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

```
Menu                    ▼
  ►User Manage
    Options
    PenDrive Mng
```

Press the **OK** key.

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

```
User Manage             ▼
  ►Enroll User
    FPCard Mng
    Enroll Admin
```

Press the **OK** key.

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

```
Enroll User             ▼
  ►Enroll FP
    Enroll Pwd
    FP & Pwd
```

Press the **OK** key.

The F4 Vista will prompt you;

```
Enroll FP
    New Enroll?


ESC                      OK
```
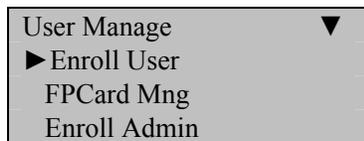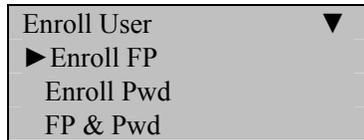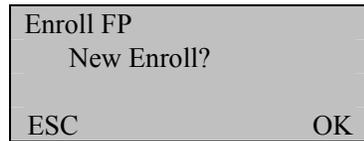
If this is a NEW User, then press **OK.**

If you are enrolling an <u>additional</u> fingerprint to an <u>existing</u> user on the F4 Vista, then press the **ESC** key, instead.

Note:
    If you press **ESC**, the F4 Vista will prompt you for the existing User's ID number;
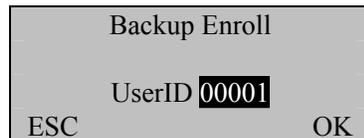
```
        Backup Enroll


        UserID 00001
ESC                      OK
```

Note:

The F4 Vista allows you to add up to 9 "backup" fingers for any of the users.

In this first example we'll assume we're enrolling a fingerprint for a NEW user to the F4 Vista.

```
 Enroll FP
     New Enroll?


 ESC               OK
```

Since we are enrolling a New User, press **OK**

The F4 Vista will then prompt you with the next available User ID;

```
           New Enroll


     UserID 00001-0
       ESC           OK
```

In this example, no user has yet been enrolled on the F4 Vista.   So the next available User ID# is 00001.

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

The F4 Vista 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

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

After the F4 Vista scans your fingerprint successfully, it will "beep" and then prompt you <u>briefly</u> with;

```
New Enroll
00001-1
Remove Finger
ESC/Exit
```

Then you'll be prompted;

```
New Enroll
00001-1
Second Press
ESC/Exit
```

Remove your finger, and then place your finger on the sensor a 2nd time. Again, you'll be prompted briefly;

```
New Enroll
00001-1
Remove Finger
ESC/Exit
```

Remove your finger, and then place your finger on the sensor a 3rd and final time.   You'll then be prompted;

```
New Enroll
        00001-0


ESC             OK (Save)
```

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

The F4 Vista will then prompt you with;

```
New Enroll
          Continue?


ESC                    OK
```

UserID 0001 has now been successfully enrolled with one fingerprint.

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

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

When pressing **ESC**, the F4 Vista will prompt you;

```
Backup Enroll
          Continue?
          UserID 0001
 ESC                   OK
```

If you wish to add a "backup finger" for UserID 00001 press the OK key.

Note:

Ideally, we recommend enrolling one finger from each hand so that 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 fingerprints for UserID 00001 press the ESC key.

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

```
Enroll User              ▼
 ►Enroll FP
   Enroll Pwd
   FP & Pwd
```

Press ESC

```
User Manage              ▼
 ►Enroll User
   FPCard Mng
   Enroll Admin
```

Press ESC

```
Menu                     ▼
 ►User Manage
   Options
   PenDrive Mng
```

Continue pressing the **ESC** key until you return to the Start-Up window;

```
      Welcome    Check-In
         HH:MM
      MM/DD/YY   DAY
```
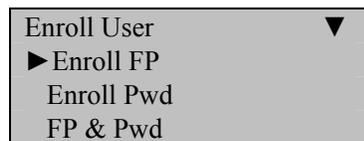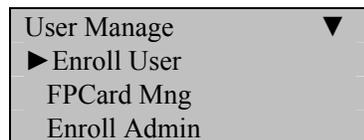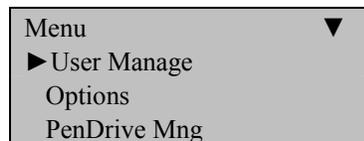
Note:
> The actual current date/time will appear.

Test the newly enrolled fingerprint by having UserID 0001 place his/her finger on the sensor.

If successful, the F4 Vista will respond with an audible "*Thank you*", and the screen will display;

```
 Verify


    Pin: 00001
    Verified.
```
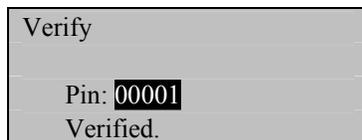
Note:
> The F4 Vista will make a note in its transaction log that User ID 0001 accessed the F4 Vista.   This information can be used for Time & Attendance software applications and/or for door access.

Enroll Password (for Users)

Password Enrollment should be used for those few users whose fingerprints cannot be read by the F4 Vista's fingerprint sensor.

To start Password enrollment, press the **MENU** key on the F4 Vista.

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

```
Menu                          ▼
  ▶User Manage
    Options
    PenDrive Mng
```

Press the **OK** key.

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

```
User Manage                   ▼
  ▶Enroll User
    FPCard Mng
    Enroll Admin
```

Press the **OK** key.

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

```
Enroll User              ▼
   Enroll FP
 ▶Enroll Pwd
   FP & Pwd
```

Press the **OK** key.

The F4 Vista will prompt you;

```
Enroll Pwd
          New Enroll?


 ESC                    OK
```
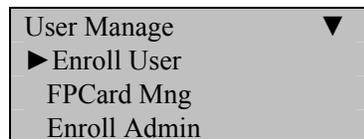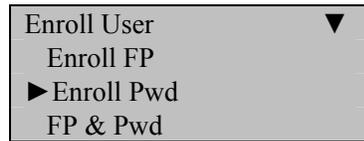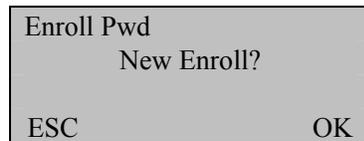
If this is a NEW User, then press **OK**

If you are adding/changing a password for an <u>existing</u> user on the F4 Vista, then press the **ESC** key.

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Note:

If you press **ESC**, the F4 Vista will prompt you for the existing User's ID number;

```
          Chg Password


          UserID 00001
   ESC              OK
```

In this first example we'll assume we're enrolling a password for a NEW user.

```
Enroll FP
          New Enroll?


ESC                     OK
```

Since we are enrolling a New User, press **OK**

The F4 Vista will then prompt you with the next available User ID;

```
          New Enroll


          UserID 00001-0
   ESC                OK
```

In this example, no user has yet been enrolled on the F4 Vista.   So the next available User ID# is 00001.

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

The F4 Vista will then prompt;

```
          New Enroll


      Input Pwd  ████
   ESC                OK
```

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

The F4 Vista will prompt you;

```
          New Enroll


      Input Pwd ****
      Pwd Affirm  ████
```
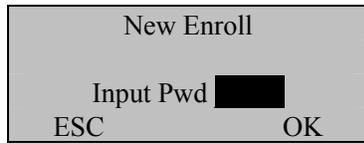
Enter your chosen 4-digit password again.

Then press the **OK** key.   The F4 Vista will then prompt you;
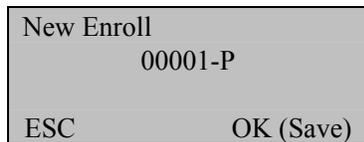
```
   New Enroll
             00001-P


   ESC              OK (Save)
```

Press the **OK** key.   The F4 Vista will then prompt you;

```
   New Enroll
      Continue?


   ESC              OK
```

If you'd like to enroll a password for a <u>new</u> user, then press **OK**.

If you'd like to change a password for an <u>existing</u> user, then press **ESC**

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Follow the same procedure described above for adding/changing passwords.

You'll note pressing the **ESC** key takes you back to the previous menu;
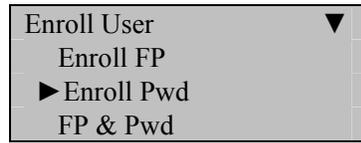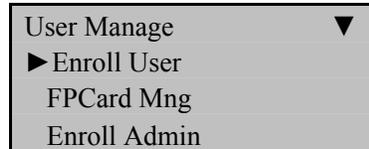
```
Enroll User            ▼
     Enroll FP
   ►Enroll Pwd
     FP & Pwd
```

Press **ESC**

```
User Manage            ▼
   ►Enroll User
     FPCard Mng
     Enroll Admin
```

Press **ESC**

```
Menu                   ▼
   ►User Manage
     Options
     PenDrive Mng
```

Continue pressing the **ESC** key until you return to the Start-Up window;

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

Note:
     The actual current date/time will appear.

Test the newly enrolled password;

At the start-up window, have User ID 0001 **FIRST** enter his/her User ID number and **THEN** press the **OK** key.

After entering 1 and pressing **OK** the F4 Vista will prompt;

```
Pwd Affirm

  Input Pwd ▮
```
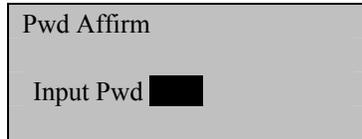
Now enter the password created by User ID 0001 and then press **OK**

If successful, the F4 Vista will respond with an audible "*Thank you*", and the screen will display;

```
Verify

   Pin: 00001
   Verified.
```
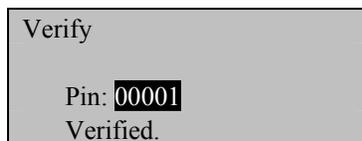
Note:
    The F4 Vista will make a note in its transaction log that User ID 0001 accessed the F4 Vista. This information can be used for Time & Attendance software applications and/or for door access.

Enroll Fingerprint & Password (for Users)

Note:

> **You can enroll users with both a fingerprint AND a password in the same step.**

To start Fingerprint AND Password enrollment, press the **MENU** key on the F4 Vista.

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

```
Menu                          ▼
 ▶User Manage
  Options
  PenDrive Mng
```

Press the **OK** key.

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

```
User Manage              ▼
  ►Enroll User
    FPCard Mng
    Enroll Admin
```

Press the **OK** key.

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

```
Enroll User              ▼
    Enroll FP
    Enroll Pwd
  ►FP & Pwd
```

Press the **OK** key.

The F4 Vista will prompt you;

```
FP & Pwd
        New Enroll?


 ESC                    OK
```

If this is a NEW User, then press **OK**

If you are enrolling an _additional_ fingerprint to an _existing_ user on the F4 Vista, then press the **ESC** key.

Note:
   If you press **ESC**, the F4 Vista will prompt you for the existing User's ID number;

```
        Backup Enroll

        UserID 00001
 ESC               OK
```

Note:

The F4 Vista allows you to add up to 9 "backup" fingers for any of the users.

In this first example we'll assume we're enrolling a fingerprint AND password for a NEW user to the F4 Vista.

```
FP & Pwd
        New Enroll?


 ESC                    OK
```

Since we are enrolling a New User, press **OK**

The F4 Vista will then prompt you with the next available User ID;

```
        New Enroll


    UserID 00001-0
    ESC            OK
```

In this example, no user has yet been enrolled on the F4 Vista, so the next available User ID# is 00001.

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

The F4 Vista will then prompt;

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

Remember the rules for proper finger placement;

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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 F4 Vista scans your fingerprint successfully, it will "beep" and then prompt you briefly with;

```
New Enroll
00001-1
Remove Finger
ESC/Exit
```

Then you'll be prompted;

```
New Enroll
00001-1
Second Press
ESC/Exit
```

Remove your finger, and then place your finger on the sensor a 2nd time. Again, you'll be prompted briefly;

```
New Enroll
00001-1
Remove Finger
ESC/Exit
```

Remove your finger, and then place your finger on the sensor a 3rd and final time.   You'll then be prompted;

```
          New Enroll

     Input Pwd  ████
     ESC              OK
```

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

The F4 Vista will prompt you;

```
          New Enroll

     Input Pwd ****
     Pwd Affirm ████
```

Enter your chosen 4-digit password again.

Press the **OK** key.   The F4 Vista will then prompt you;

```
New Enroll
          00001-P


ESC              OK (Save)
```

Press the **OK** key.   The F4 Vista will then prompt you;

```
New Enroll
     Continue?


ESC              OK
```

If you'd like to enroll an additional new user, then press **OK**.

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

When pressing **ESC**, the F4 Vista will prompt you;

```
         Backup Enroll
           Continue?
         UserID 0001
      ESC          OK
```

If you wish to add a "backup finger" for UserID 00001 press the **OK** key.

Note:
> Ideally, we recommend enrolling one finger from each hand so that 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 fingerprints to UserID 00001 press the **ESC** key.

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

```
Enroll User              ▼
   Enroll FP
   Enroll Pwd
 ►FP & Pwd
```

Press **ESC**

```
User Manage              ▼
 ►Enroll User
   FPCard Mng
   Enroll Admin
```

Press **ESC**

```
Menu                    ▼
 ►User Manage
  Options
  PenDrive Mng
```

Continue pressing the **ESC** key until you return to the Start-Up window;

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

Note:
    The actual current date/time will appear.

Test the newly enrolled fingerprint by having UserID 00001 place his/her finger on the sensor.

If successful, the F4 Vista will respond with an audible "*Thank you*", and the screen will display;

```
 Verify

   Pin: 00001
   Verified.
```

Also test the newly enrolled password;

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

At the start-up window, have User ID 00001 **FIRST** enter his/her User ID number and **THEN** press the **OK** key.

After entering 1 and pressing **OK** the F4 Vista will prompt;

```
Pwd Affirm

  Input Pwd ███
```

Now enter the password created by User ID 00001 and then press **OK**

If successful, the F4 Vista will respond with an audible "*Thank you*", and the screen will display;

```
Verify

   Pin: 00001
   Verified.
```

Note:

The F4 Vista will make a note in its transaction log that User ID 00001 accessed the F4 Vista.   This information can be used for Time & Attendance software applications and/or for door access.

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Enrolling Admins

"Admins" (non-Users) fall into 3 categories;

Enrollers:
People who are authorized **ONLY** to **enroll** new users or delete users from the system.   No other F4 Vista "system" functions are accessible.
.
Administrator:
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 "Administrator" is enrolled in the system, ALL "users" enrolled on the F4 Vista "temporarily" have administrative access.   Therefore it is important to enroll an administrator on the F4 Vista soon after initial installation.

Admins can enroll with three methods;

- **Fingerprints**
- **Passwords**
- **Fingerprints and Passwords**

Enroll Fingerprint (for Admins)

To start Fingerprint enrollment, press the **MENU** key on the F4 Vista.

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

Menu	▼
▶User Manage	
Options	
PenDrive Mng	

Press the **OK** key.

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

```
User Manage              ▼
   Enroll User
   FPCard Mng
  ►Enroll Admin
```

Press the **OK** key.

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

```
Enroll User              ▼
  ►Enroll FP
   Enroll Pwd
   FP & Pwd
```

Press the **OK** key.

The F4 Vista will prompt you;

```
      Admin Accredit
          Admin
   ESC           OK
```
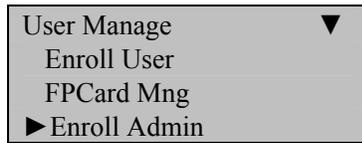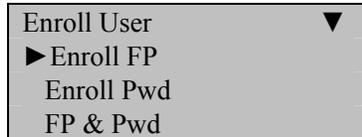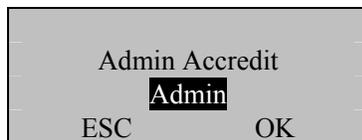
Scroll with the ▲/▼ keys to choose the "authority status" of the Admin you are enrolling.

3 types of "Admins" to choose from;

Enrollers:
> People who are authorized **ONLY** to **enroll** new users or delete users from the system.   No other F4 Vista "system" functions are accessible.
> .

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

Supervisors:
> People who have access to **ALL** functions.

Scroll with the ▲/▼ keys to choose the "authority status" of the Admin you are enrolling (i.e. Enroller, Admin or Supervisor).

```
        Admin Accredit
            Admin
     ESC            OK
```
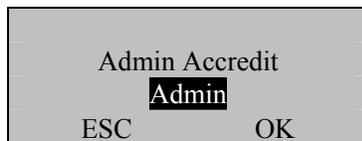
Press the **OK** key after selecting "Admin type".

The F4 Vista will prompt you;
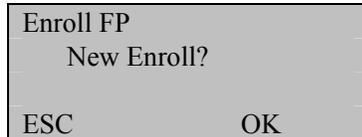
```
 Enroll FP
     New Enroll?


 ESC            OK
```

If this is a NEW "Admin", then press **OK**

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If you are enrolling an <u>additional</u> fingerprint to an <u>existing</u> Admin on the F4 Vista, then press the **ESC** key

Note:
If you press **ESC**, the F4 Vista will prompt you for the existing Admin's ID number;

```
        Backup Enroll


    UserID 00001
  ESC              OK
```
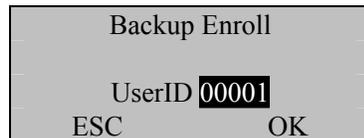
Note:
The F4 Vista allows you to add up to 9 "backup" fingers.

In this first example we'll assume we're enrolling a fingerprint for a NEW Admin.

```
Enroll FP
     New Enroll?


ESC              OK
```

Since we are enrolling a New Admin, press **OK**

The F4 Vista will then prompt you with the next available User ID number;

```
          New Enroll


     UserID 00001-0
     ESC              OK
```

In this example, no Admin has yet been enrolled on the F4 Vista, so the next available User ID# is 00001.

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

The F4 Vista 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 F4 Vista scans your fingerprint successfully, it will "beep" and then prompt you briefly with;

```
        New Enroll
         00001-1
      Remove Finger
        ESC/Exit
```

Then you'll be prompted;

```
        New Enroll
         00001-1
      Second Press
        ESC/Exit
```

Remove your finger, and then place your finger on the sensor a 2nd time. Again, you'll be prompted briefly;

```
        New Enroll
         00001-1
      Remove Finger
        ESC/Exit
```

Remove your finger, and then place your finger on the sensor a 3rd and final time.   You'll then be prompted;

```
New Enroll
    00001-0


ESC              OK (Save)
```

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

The F4 Vista will then prompt you with;

```
New Enroll
    Continue?


ESC              OK
```

UserID 00001 has now been successfully enrolled with one fingerprint.

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

If you're finished enrolling additional Admins, press the **ESC** key.

When pressing **ESC**, the F4 Vista will prompt you;

```
     Backup Enroll
      Continue?
      UserID 0001
     ESC      OK
```

If you wish to add a "backup finger" for UserID 00001 press the **OK** key.

Note:

Ideally, we recommend enrolling one finger from each hand so that 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 fingerprints to UserID 00001 press the **ESC** key.

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

```
Enroll User           ▼
  ►Enroll FP
    Enroll Pwd
    FP & Pwd
```

Press **ESC**

```
User Manage           ▼
    Enroll User
    FPCard Mng
  ►Enroll Admin
```

Press **ESC**

```
Menu                  ▼
  ►User Manage
    Options
    PenDrive Mng
```

Continue pressing the **ESC** key until you return to the Start-Up window;

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

Note:
  The actual current date/time will appear.

Test the newly enrolled fingerprint by having UserID 00001 place his/her finger on the sensor.

If successful, the F4 Vista will respond with an audible "*Thank you*", and the screen will display;

```
Verify


  Pin: 00001
  Verified.
```

Note:
  The F4 Vista will make a note in its transaction log that User ID
  00001 accessed the F4 Vista.   This information can be used for Time
  & Attendance software applications and/or for door access.

Enroll Password (for Admins)

Password Enrollment should be used for those few Admins whose fingerprints cannot be read by the F4 Vista's fingerprint sensor.

To start Password enrollment, press the **MENU** key on the F4 Vista.

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

```
Menu                        ▼
 ▶User Manage
   Options
   PenDrive Mng
```

Press the **OK** key.

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

```
User Manage                 ▼
   Enroll User
   FPCard Mng
 ▶Enroll Admin
```

Press the **OK** key.

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

```
Enroll User              ▼
   Enroll FP
 ► Enroll Pwd
   FP & Pwd
```

Press the **OK** key.

The F4 Vista will prompt you;

```
     Admin Accredit
          Admin
   ESC           OK
```
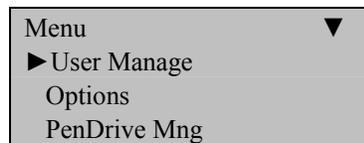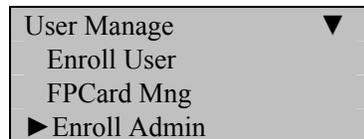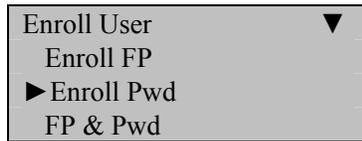
Scroll with the ▲/▼ keys to choose the "authority status" of the Admin you are enrolling.

There are 3 types of "Admins" to choose from;

Enrollers
>   People who are authorized **ONLY** to **enroll** new users or delete users from the system.   No other F4 Vista "system" functions are accessible.
>   .
Administrator
>   People who can perform other operations, except set advanced options and enroll administrators.

Supervisors
>   People who have access to **ALL** functions

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

```
        Admin Accredit
            Admin
    ESC             OK
```

Press the **OK** key after selecting "Admin type".

```
 Enroll Pwd
     New Enroll?


 ESC             OK
```

If this is a NEW Admin, then press **OK**

If you are adding/changing a password for an existing Admin on the F4 Vista, then press the **ESC** key.

Note:
    If you press **ESC**, the F4 Vista will prompt you for the existing Admin's ID number;

```
        Chg Password


         UserID 00001
   ESC              OK
```

In this first example we'll assume we're enrolling a password for a NEW Admin.

```
 Enroll FP
     New Enroll?


 ESC              OK
```

Since we are enrolling a New User, press **OK**

The F4 Vista will then prompt you with the next available User ID;

```
        New Enroll


        UserID 00001-0
   ESC              OK
```

In this example, no user has yet been enrolled on the F4 Vista, so the next available User ID# is 00001.

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

The F4 Vista will then prompt;

```
        New Enroll

     Input Pwd
   ESC              OK
```

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

The F4 Vista will prompt you;

```
          New Enroll


      Input Pwd ****
      Pwd Affirm
```

Re-enter the very same 4-digit password and then press the **OK** key.   The F4 Vista will then prompt you;

```
New Enroll
        00001-P


ESC              OK (Save)
```

Press the **OK** key.   The F4 Vista will then prompt you;

```
New Enroll
    Continue?


ESC              OK
```

If you'd like to enroll a password for a new or existing Admin, then press **OK**.

If you'd like to change a password for an existing Admin, then press **ESC**

Follow the same procedure described above for adding/changing passwords.

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

```
Enroll User            ▼
    Enroll FP
  ►Enroll Pwd
    FP & Pwd
```

Press ESC

```
User Manage            ▼
    Enroll User
    FPCard Mng
  ►Enroll Admin
```

Press ESC

```
Menu                   ▼
  ►User Manage
    Options
    PenDrive Mng
```

Continue pressing the ESC key until you return to the Start-Up window;

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

Note:
    The actual current date/time will appear.

Test the newly enrolled password;

At the start-up window, have User ID 00001 **FIRST** enter his/her User ID number and **THEN** press the **OK** key.

After entering 1 and pressing **OK** the F4 Vista will prompt;

```
Pwd Affirm

 Input Pwd ▮▮
```

Now enter the password created by User ID 00001 and then press **OK**

If successful, the F4 Vista will respond with an audible "*Thank you*", and the screen will display;

```
Verify

   Pin: 00001
   Verified.
```

Note:
    The F4 Vista will make a note in its transaction log that User ID 0001 accessed the F4 Vista. This information can be used for Time & Attendance software applications and/or for door access.

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Enroll Fingerprint & Password (for Admins)

Note:

> **You can enroll Admins with both a fingerprint AND a password in the same step.**

To start Fingerprint AND Password enrollment, press the **MENU** key on the F4 Vista.

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

```
Menu                          ▼
 ▶User Manage
   Options
   PenDrive Mng
```

Press the **OK** key.

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

```
 User Manage              ▼
    Enroll User
    FPCard Mng
  ▶Enroll Admin
```

Press the **OK** key.

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

```
 Enroll User              ▼
    Enroll FP
    Enroll Pwd
  ▶FP & Pwd
```

Press the **OK** key.

The F4 Vista will prompt you;

```
        Admin Accredit
            Admin
    ESC             OK
```
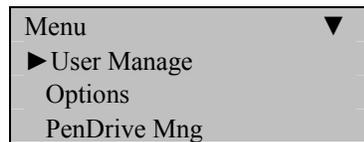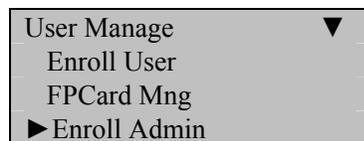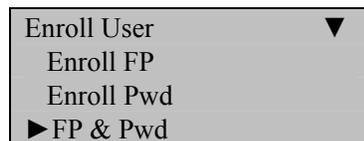
Scroll with the ▲/▼ keys to choose the "authority status" of the Admin you are enrolling.

Recall, there are 3 types of "Admins" to choose from;

Enrollers
> People who are authorized **ONLY** to **enroll** new users or delete users from the system. No other F4 Vista "system" functions are accessible.
> .

Administrator
> People who can perform other operations, except set advanced option and enroll administrators.

Supervisors
> People who have access to **ALL** functions

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

```
        Admin Accredit
            Admin
    ESC             OK
```

Press the **OK** key after selecting "Admin type" (i.e. Enroller, Admin or Supervisor)

```
FP & Pwd
    New Enroll?


ESC                  OK
```

If this is a NEW Admin, then press **OK**

If you are enrolling an <u>additional</u> fingerprint to an <u>existing</u> Admin, then press the **ESC** key.

Note:
> If you press **ESC**, the F4 Vista will prompt you for the existing User's ID number;

```
        Backup Enroll


        UserID 00001
ESC                  OK
```

Note:
> The F4 Vista allows you to add up to 9 "backup" fingers for any of the users.

In this first example we'll assume we're enrolling a fingerprint AND password for a NEW Admin to the F4 Vista.

```
FP & Pwd
    New Enroll?


ESC              OK
```

Since we are enrolling a New Admin, press **OK**

The F4 Vista will then prompt you with the next available User ID number.

```
        New Enroll


    UserID 00001-0
    ESC              OK
```

In this example, no user has yet been enrolled on the F4 Vista, so the next available User ID# is 00001.

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

The F4 Vista 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

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

After the F4 Vista scans your fingerprint successfully, it will "beep" and then prompt you <u>briefly</u> with;

```
New Enroll
00001-1
Remove Finger
ESC/Exit
```

Then you'll be prompted;

```
New Enroll
00001-1
Second Press
ESC/Exit
```

Remove your finger, and then place your finger on the sensor a 2nd time. Again, you'll be prompted briefly;

```
New Enroll
00001-1
Remove Finger
ESC/Exit
```

Remove your finger, and then place your finger on the sensor a 3rd and
final time. You'll then be prompted;

```
           New Enroll


      Input Pwd  ▮▮▮▮
     ESC              OK
```

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

The F4 Vista will prompt you;

```
           New Enroll


      Input Pwd ****
     Pwd Affirm  ▮▮▮▮
```

Re-enter the very same 4-digit password and then press the **OK** key.   The
F4 Vista will then prompt you;

```
 New Enroll
            00001-P


 ESC              OK (Save)
```

Press the **OK** key.   The F4 Vista will then prompt you;

```
 New Enroll
     Continue?


 ESC              OK
```

If you'd like to enroll an additional new Admin, then press **OK**.

If you're finished enrolling additional Admins, press the **ESC** key.

When pressing **ESC**, the F4 Vista will prompt you;

```
Backup Enroll
Continue?
UserID 0001
ESC          OK
```

If you wish to add a "backup finger" for UserID 00001 press the **OK** key.

Note:
    Ideally, we recommend enrolling one finger from each hand so that 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 fingerprints to UserID 00001 press the **ESC** key.

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

```
Enroll User          ▼
  Enroll FP
  Enroll Pwd
►FP & Pwd
```

Press **ESC**

```
User Manage          ▼
  Enroll User
  FPCard Mng
►Enroll Admin
```

Press **ESC**

```
Menu                    ▼
 ►User Manage
   Options
   PenDrive Mng
```

Continue pressing the **ESC** key until you return to the Start-Up window;

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

Note:
   The actual current date/time will appear.

Test the newly enrolled fingerprint by having UserID 00001 place his/her finger on the sensor.

If successful, the F4 Vista will respond with an audible "*Thank you*", and the screen will display;

```
Verify

   Pin: 00001
   Verified.
```

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Also test the newly enrolled password;

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

At the start-up window, have User ID <u>00001</u> **FIRST** enter his/her User ID number and **THEN** press the **OK** key.

After entering <u>1</u> and pressing **OK** the F4 Vista will prompt;

```
Pwd Affirm

 Input Pwd
```

Now enter the password created by User ID <u>00001</u> and then press **OK**

If successful, the F4 Vista will respond with an audible "*Thank you*", and the screen will display;

```
Verify

   Pin: 00001
   Verified.
```

Note:

> The F4 Vista will make a note in its transaction log that User ID <u>00001 </u>accessed the F4 Vista.   This information can be used for Time & Attendance software applications and/or for door access.

Card Enrollment

Note:

Some F4 Vista models have an internal card reader, in addition to a fingerprint sensor.

The F4 Vista has the option of having an internal proximity card reader, HID reader or Mifare reader.

Card readers are helpful for users whose fingerprints cannot be read by the fingerprint sensor.

Mifare readers are helpful for customers who prefer not storing fingerprint templates on the reader.   Instead, the templates are stored on the cards.

Proximity/PIN Card Enrollment

To start Proximity/PIN Card Enrollment", press the **MENU** key on the F4 Vista.

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

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```
Menu                          ▼
 ►User Manage
   Options
   PenDrive Mng
```

Press the **OK** key.

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

```
User Manage                   ▼
   Enroll User
 ►FPCard Mng
   Enroll Admin
```

Press the **OK** key.

The F4 Vista will prompt you with;

```
FPCard Mng                    ▼
 ►Create PINCard
   Enroll FPCard
   Create FPCard
```
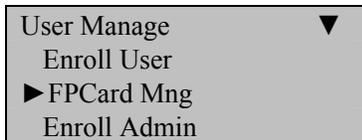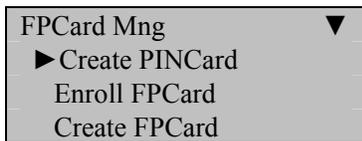
Scroll with the ▲/▼ keys and place the cursor (▶) alongside Create PINCard and press OK.

The F4 Vista will prompt you with;

Create PINCard

UserID 00001
ESC   OK
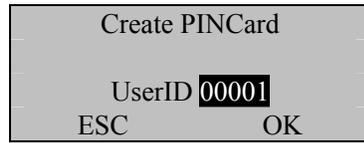
Deleting Users

Note:

You can delete fingerprints, passwords or an entire user.

Deleting old/unused fingerprint templates makes room for new fingerprint templates.

Deleting may be necessary when:

- A user's fingerprint is no longer recognized (possibly caused by injury) or his/her password has been forgotten.

- The user is no longer employed and his/her fingerprint(s)/password and user information need to be deleted from the S900 for security purposes.

To perform Deletion, press the **MENU** key on the F4 Vista.

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

```
Menu                          ▼
  ►User Manage
    Options
    PenDrive Mng
```

Press the **OK** key.

Scroll with the ▲/▼ keys and place the cursor (►) alongside Delete.
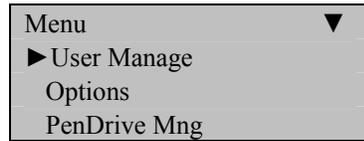
```
User Manage                   ▲
                              ▼
    FPCard Mng
    Enroll Admin
  ►Delete
```

Press the **OK** key.

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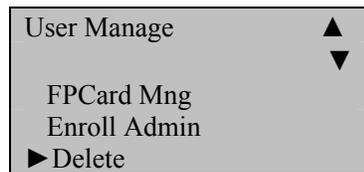
The F4 Vista will prompt you with the Delete menu;

```
                 Delete

            UserID 00001
      ESC              OK
```

Enter the User ID whose information you'd like to delete.   Then press **OK**.

The F4 Vista will then prompt;

```
           Del Fingerprint
               00001-0
            UserID 00001
      ESC              OK
```

Press **OK** to delete fingerprint 00001-0.

If the user has additional fingerprints enrolled, the F4 Vista will prompt you with the choice of deleting each individual fingerprint enrolled by the user (i.e. 00001-1, 00001-2, etc).

If the user also has a password enrolled, after deleting all the fingerprints for that particular user, the F4 Vista will then prompt you with;

```
           Del Password
               00001-P
            UserID 00001
      ESC              OK
```
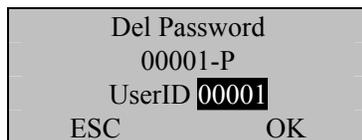
Press **OK** to delete the password.

The F4 Vista will then prompt with;

```
        Del User
         00001


    ESC         OK
```

If you're 100% positive you wish to delete this user, then press **OK**

If you change your mind, press the **ESC** key.

Pressing either the **OK** key or **ESC** key returns you to the previous menu;
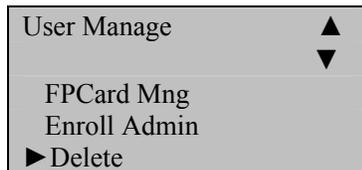
```
User Manage          ▲
                     ▼

  FPCard Mng
  Enroll Admin
►Delete
```

Continue pressing the **ESC** key until you return to the Start-Up window;

```
Menu                 ▼
►User Manage
  Options
  PenDrive Mng
```

Press **ESC**

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

Note:
    The actual current date/time will appear.

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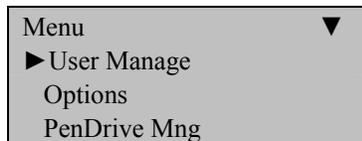
Options

The Options Menu allows access to the following functions & settings;

System Options

Setting Date Time

Date format (i.e. YY-MM-DD)

<u>Advanced Options</u>

- Reset

- Delete Attendance/audit logs

- Clear All Data (templates and logs)

- Clear Admin privileges

- Show Score

- Match Threshold

- Must Input ID

- 1:1 Threshold (35)

- Voice

- Card Only

- FPCard key

- Update Firmware

- Button Beep

<u>Advanced Options</u> (cont.)

- Volume Adjustment

Power Management

Communications Options

- Ethernet

- RS 232/485

Logging Options

Access Options

Auto Test

- LCD test

- Voice test

- FP reader

- Key test

- RTC test

Changing Date and Time

Press the **MENU** key on the F4 Vista.

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

```
Menu                          ▼
   User Manage
 ▶Options
   PenDrive Mng
```

Press the **OK** key.

The Options Menu will appear;

```
Options                    ▼
 ►System Opt
   Power Mng
   Comm Opt
```

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

Press the **OK** key.

The following screen appears;

```
 System Opt
 ►Date Time
   Fmt      YY-MM-DD
   Adv Option
```
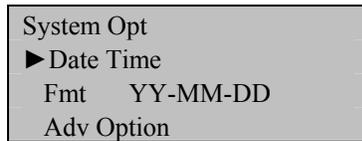
Scroll with the ▲/▼ keys and place the cursor (►) alongside Date Time.

Press the **OK** key.

The following screen appears;

```
   YYYY-MM-DD    24H
        2008- 4 – 1
         20:26:  4
   ESC              OK
```
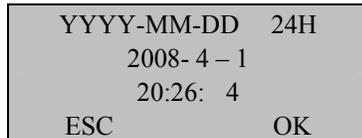
Scroll with the ▲/▼ keys to change either the year, month, day or time.

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

Note:
    Time is in military (24-hour) format.

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

Continue pressing the **ESC** key until you return to the Start-Up window;

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

Press **ESC**

```
Options                  ▼
►System Opt
  Power Mng
  Comm Opt
```

Press **ESC**

```
Menu                     ▼
►User Manage
  Options
  PenDrive Mng
```

Press **ESC**

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

Note:
    The actual current date/time will appear.

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 the **MENU** key on the F4 Vista.

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

```
Menu                        ▼
   User Manage
 ►Options
   PenDrive Mng
```

Press the **OK** key.

The Options Menu will appear;

```
Options                    ▼
 ►System Opt
   Power Mng
   Comm Opt
```

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

Press the OK key.

The following screen appears;

```
System Opt
   Date Time
 ►Fmt            YY-MM-DD
   Adv Option
```
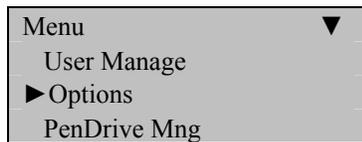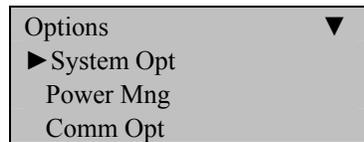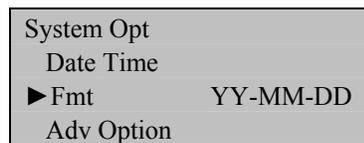
Scroll with the ▲/▼ keys and place the cursor (►) alongside Fmt.
Press the OK key.

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

```
System Opt
   Date Time
 ► Fmt          YY-MM-DD
   Adv Option
```
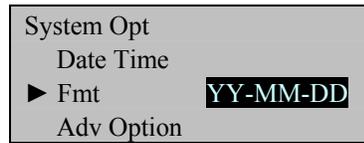
Use the scroll ▲/▼ keys to change the date format.

Press the **OK** key to accept changes.

Notice the date format YY-MM-DD will no longer be highlighted and you're free again to scroll through the menu.

```
System Opt
   Date Time
 ►Fmt           YY-MM-DD
   Adv Option
```
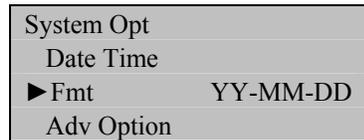
Press the **ESC** key when finished.

You'll then be prompted;
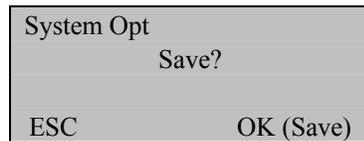
```
System Opt
           Save?


 ESC              OK (Save)
```

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

Continue pressing the **ESC** key until you return to the Start-Up window;

```
Options                    ▼
►System Opt
  Power Mng
  Comm Opt
```

Press **ESC**

```
Menu                       ▼
►User Manage
  Options
  PenDrive Mng
```

Press **ESC**

```
   Welcome    Check-In
     HH:MM
  MM/DD/YY   DAY
```
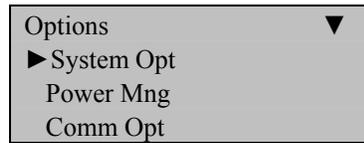
Note:
The actual current date/time will appear.

Advanced Settings

The following Advanced Settings are available;

Reset Opts:
>	Restores all default factory settings .
>	Does NOT delete user fingerprints/passwords or transactions/audit logs.

Del Att Logs:
>	Clears attendance/transaction log but NOT user fingerprints/passwords.

Clear all Data:
>	Deletes BOTH user data and tattendance/audit log.

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 match.

1:N Fingerprint Match Threshold:
>	Changes fingerprint-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 Match Threshold
>	Changes fingerprint-matching "sensitivity"

Voice
>	Option to turn voice prompts "on" or "off"

Card Only
>	Users clock-in ONLY with cards

FPCard Key
>	Enter Mifare card key

Update Firmware
>	Allows updating of F4 Vista firmware

Button Beep
>	Option to turn audio beep "on" or "off"

Adjust Volume

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Resetting F4 Vista

Note:
Resetting will erase system changes, but will NOT erase users' fingerprints/passwords nor attendance/audit logs.

Press the **MENU** key on the F4 Vista.

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

Menu	▼
User Manage	
▶Options	
PenDrive Mng	

Press the **OK** key.

The Options Menu will appear;

```
Options                    ▼
►System Opt
  Power Mng
  Comm Opt
```

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

Press the **OK** key.

The following screen appears;

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

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

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Press the **OK** key.

The Advanced Options menu will appear;

```
Adv Option                    ▲
►Reset Opts.                  ▼
  Del Attlogs
  Clear All Data
```
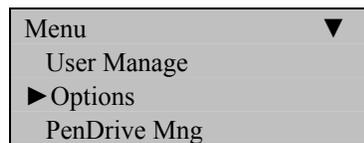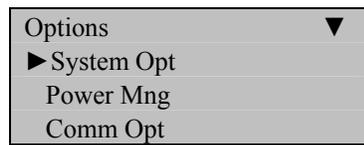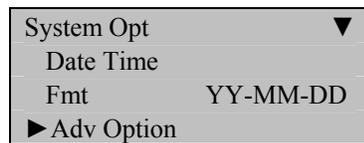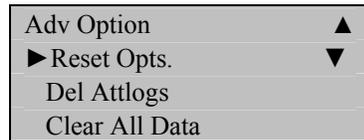
Scroll with the ▲/▼ keys and place the cursor (►) alongside Reset Opts.

Note:
> You will NOT be prompted whether you wish to proceed or cancel!
>
> Once you press **OK**, all system changes will be erased and the F4 Vista's original factory settings will replace any changes you may have made.
>
> However, all user data and attendance/audit logs will remain unchanged.

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

The F4 Vista will prompt;
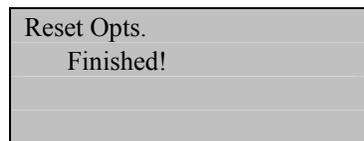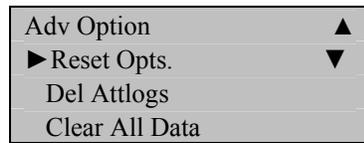
```
Reset Opts.
    Finished!
```

The Advanced Options menu will return;

```
Adv Option                    ▲
►Reset Opts.                  ▼
  Del Attlogs
  Clear All Data
```

Continue pressing the ESC key until you return to the Start-Up window;

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

Press ESC

```
Options                       ▼
►System Opt
  Power Mng
  Comm Opt
```

Press ESC

```
Menu                          ▼
  User Manage
►Options
  PenDrive Mng
```

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Press ESC

```
Welcome    Check-In
    HH:MM
MM/DD/YY   DAY
```
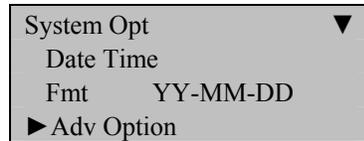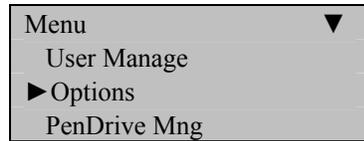
Note:
   The actual current date/time will appear.

Deleting Attendance/Audit Logs:

Note:
> Although ALL the attendance/audit logs will be deleted, users'
> fingerprints and passwords are NOT deleted during this operation.

Press the **MENU** key on the F4 Vista.

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

```
Menu                        ▼
   User Manage
 ▶ Options
   PenDrive Mng
```

Press the **OK** key.

The Options Menu will appear;

```
Options                        ▼
 ►System Opt
   Power Mng
   Comm Opt
```

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

Press the **OK** key.

The following screen appears;

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

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

Press the OK key.

The Advanced Options menu will returns;

```
Adv Option                    ▲
   Reset Opts.                ▼
 ►Del Attlogs
   Clear All Data
```
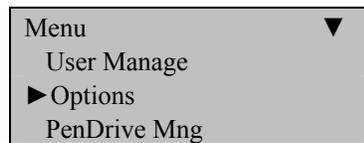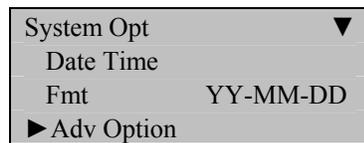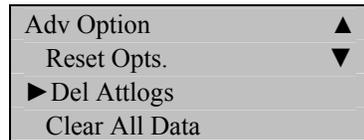
Scroll with the ▲/▼ keys and place the cursor (►) alongside Del Attlogs.

Press the OK key if you wish to erase all the attendance/audit logs.

The F4 Vista will prompt;

```
Del Attlogs.
            Delete?


   ESC                  OK
```

Press the OK key to accept or ESC to cancel.

The Advanced Options menu returns;
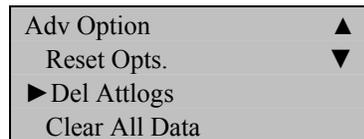
```
Adv Option                    ▲
   Reset Opts.                ▼
 ►Del Attlogs
   Clear All Data
```

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Continue pressing the **ESC** key until you return to the Start-Up window;

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

Press **ESC**

```
Options                 ▼
 ►System Opt
   Power Mng
   Comm Opt
```

Press **ESC**

```
Menu                    ▼
   User Manage
 ►Options
   PenDrive Mng
```

Press **ESC**

```
   Welcome    Check-In
      HH:MM
   MM/DD/YY   DAY
```
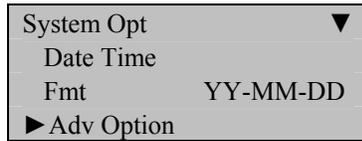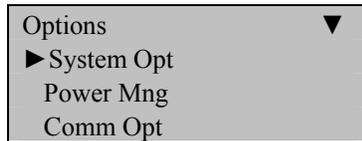
Note:
    The actual current date/time will appear.

Clear all Data

Note:

ALL user fingerprints, passwords AND attendance/audit logs will be deleted.

Press the **MENU** key on the F4 Vista.

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

Menu	▼
User Manage	
▶Options	
PenDrive Mng	

Press the **OK** key.

The Options Menu will appear;

```
Options                    ▼
►System Opt
   Power Mng
   Comm Opt
```

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

Press the **OK** key.

The following screen appears;

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

Scroll with the ▲/▼ keys and place the cursor (►) alongside Adv Option

Press the **OK** key.

The Advanced Options menu will appear;

```
Adv Option                    ▲
   Reset Opts.                ▼
   Del Attlogs
►Clear All Data
```
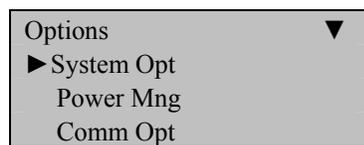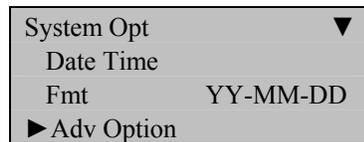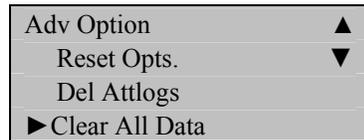
Scroll with the ▲/▼ keys and place the cursor (►) alongside Clear All Data.

Press the **OK** key if you wish to erase all users' fingerprints, passwords and attendance/audit logs.
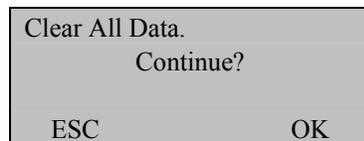
The F4 Vista will prompt;

```
Clear All Data.
          Continue?


   ESC                    OK
```

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

The Advanced Options menu will return;

```
Adv Option                    ▲
   Reset Opts.                ▼
   Del Attlogs
►Clear All Data
```

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Continue pressing the **ESC** key until you return to the Start-Up window;

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

Press **ESC**

```
Options                    ▼
 ►System Opt
    Power Mng
    Comm Opt
```

Press **ESC**

```
Menu                       ▼
    User Manage
 ►Options
    PenDrive Mng
```

Press **ESC**

```
    Welcome    Check-In
       HH:MM
    MM/DD/YY   DAY
```
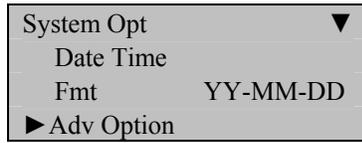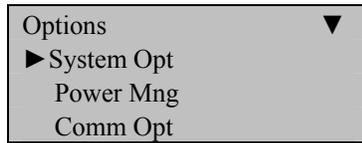
Note:
    The actual current date/time will appear.

Clear Administrators' Privileges

Note:

> This option will revoke all "Administrative authority" from Admins and convert them to "normal users".

This function gives ALL "users" unrestricted access to the F4 Vista's menu system. Therefore we strongly suggest converting a previously enrolled Admin BACK to an Admin as soon as possible".

Press the **MENU** key on the F4 Vista.

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

```
Menu                    ▼
   User Manage
 ▶ Options
   PenDrive Mng
```

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Press the **OK** key.

The Options Menu will appear;

```
Options                        ▼
►System Opt
   Power Mng
   Comm Opt
```

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

Press the **OK** key.

The following screen appears;

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

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

Press the **OK** key.

The Advanced Options menu will appear;

```
Adv Option            ▲
                      ▼
  Del Attlogs
  Clear All Data
►Clear Admin Pri
```
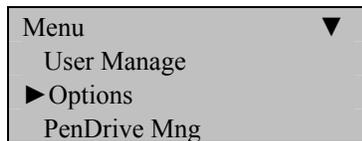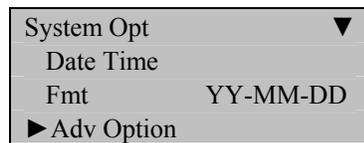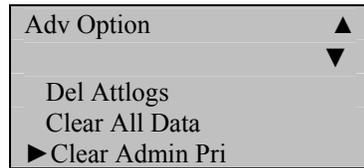
Scroll with the ▲/▼ keys and place the cursor (▶) alongside Clear Admin Pri.

Press the **OK** key if you wish to revoke "Administrative privilege" to all Admins and convert them to normal "users".

The F4 Vista will prompt;
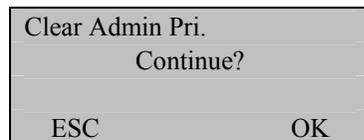
```
Clear Admin Pri.
        Continue?


  ESC           OK
```

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

The Advanced Options menu will return;

```
Adv Option            ▲
                      ▼
  Del Attlogs
  Clear All Data
►Clear Admin Pri
```

Continue pressing the **ESC** key until you return to the Start-Up window;

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

Press **ESC**

```
Options                       ▼
 ►System Opt
   Power Mng
   Comm Opt
```

Press **ESC**

```
Menu                          ▼
   User Manage
 ►Options
   PenDrive Mng
```

Press **ESC**

```
   Welcome    Check-In
      HH:MM
   MM/DD/YY   DAY
```
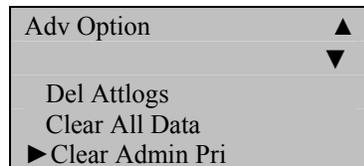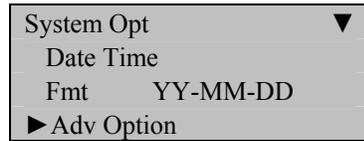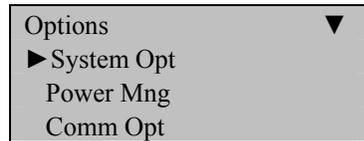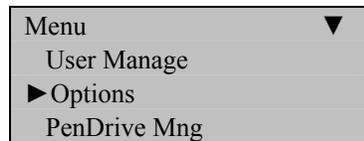
Note:
   The actual current date/time will appear.

Show Score

Note:
    Display the score of the quality of the fingerprint match.

Press the **MENU** key on the F4 Vista.

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

Menu	▼
User Manage	
▶Options	
PenDrive Mng	

Press the **OK** key.

The Options Menu will appear;

```
Options                      ▼
►System Opt
   Power Mng
   Comm Opt
```

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

Press the **OK** key.

The following screen appears;

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

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

Press the **OK** key.

The Advanced Options menu will appear;

```
Adv Option            ▲
        .             ▼
  Clear All Data
  Clear Admin Pri
► Show Score          N
```
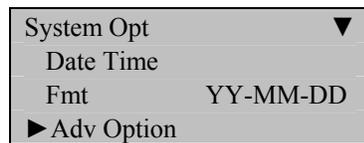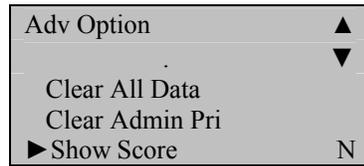
Scroll with the ▲/▼ keys and place the cursor (►) alongside Show Score.

Press the **OK** key.

Notice the **Y** / **N** in Show Score becomes highlighted;

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

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

Notice, **Y** / **N** will no longer be highlighted and you're free again to scroll through the menu;
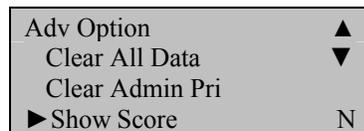
```
Adv Option            ▲
  Clear All Data      ▼
  Clear Admin Pri
► Show Score          N
```

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Press **OK** again.

The F4 Vista will prompt;

```
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
```

Continue pressing the **ESC** key until you return to the Start-Up window;

```
Options               ▼
►System Opt
   Power Mng
   Comm Opt
```

Press **ESC**

```
Menu                  ▼
   User Manage
►Options
   PenDrive Mng
```

```
Welcome    Check-In
     HH:MM
MM/DD/YY   DAY
```
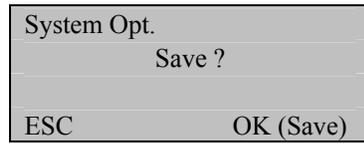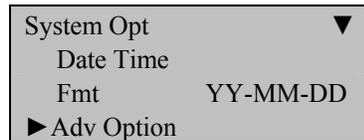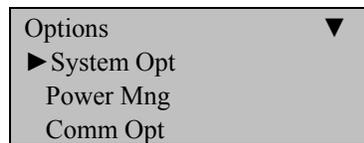
Note:
 The actual current date/time will appear.

1:N Fingerprint Match Threshold

Note:

This feature allows you to change the sensitivity of the fingerprint sensor when performing 1:N (many) fingerprint matching.

Press the **MENU** key on the F4 Vista.

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

```
Menu                      ▼
   User Manage
 ▶ Options
   PenDrive Mng
```

Press the **OK** key.

The Options Menu will appear;

```
Options                    ▼
►System Opt
  Power Mng
  Comm Opt
```

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

Press the **OK** key.

The following screen appears;

```
System Opt                 ▼
  Date Time
  Fmt        YY-MM-DD
►Adv Option
```
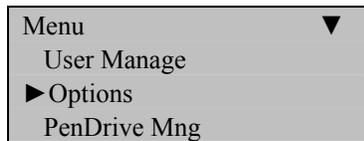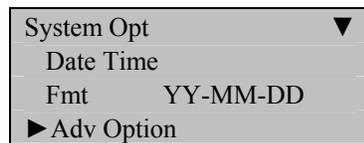
Scroll with the ▲/▼ keys and place the cursor (►) alongside Adv Option.

Press the **OK** key.

The Advanced Options menu will appear;

```
Adv Option              ▲
                        ▼
   Clear Admin Pri
   Show Score           N
▶ Match Thr             45
```

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

Press the **OK** key.

Notice the **45** in Match Thr becomes highlighted;

```
Adv Option              ▲
                        ▼
   Clear Admin Pri
   Show Score           N
▶Match Thr              45
```

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

Lessening the threshold lessens the sensitivity of the sensor when reading "difficult" fingerprints.

If the F4 Vista is having difficulty reading most users' fingerprints, then consider lessening the threshold in 5-unit increments until the vast majority of users' fingerprints can be read consistently.

If lessening the threshold doesn't help improve "fingerprint reads", consider issuing PIN numbers or cards for those users having difficulty having his/her fingerprints read by the F4 Vista.

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 the **OK** key.

Notice, the Match Threshold Number **45** will no longer be highlighted and you're free again to scroll through the menu;
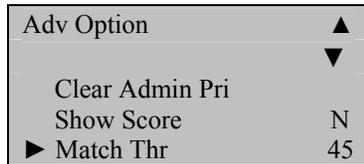
```
Adv Option            ▲
                      ▼
   Clear Admin Pri
   Show Score         N
 ► Match Thr          45
```

Press **OK** again.

The F4 Vista will prompt;

```
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
```

Continue pressing the ESC key until you return to the Start-Up window;

```
Options                    ▼
  ►System Opt
    Power Mng
    Comm Opt
```

Press ESC

```
Menu                       ▼
    User Manage
  ►Options
    PenDrive Mng
```

Press ESC

```
    Welcome    Check-In
      HH:MM
    MM/DD/YY   DAY
```
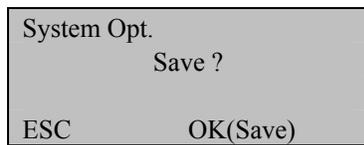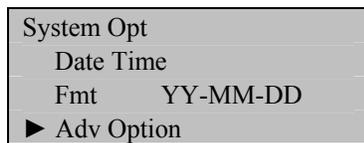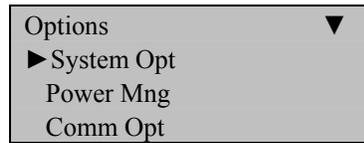
Note:
    The actual current date/time will appear.

Must Input ID

Note:

> This feature disables <u>1:N</u> Fingerprint Matching and places the F4 Vista in **1:1** Fingerprint Matching mode.
>
> Although **1:1** Fingerprint Matching requires the extra step of FIRST entering a user's ID number prior to scanning his/her finger, **1:1** Fingerprint Matching is more consistent than 1:N (many) fingerprint matching.

Press the **MENU** key on the F4 Vista.

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

Menu ▼
User Manage
►Options
PenDrive Mng

Press the **OK** key.

The Options Menu will appear;

```
Options                        ▼
►System Opt
  Power Mng
  Comm Opt
```

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

Press the **OK** key.

The following screen appears;

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

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

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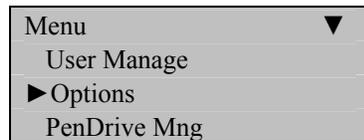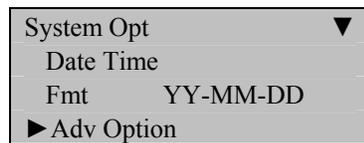
Press the **OK** key.

The Advanced Options menu will appear;

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

Scroll with the ▲/▼ keys and place the cursor (►) alongside Mst Input ID.

Press the **OK** key.

Notice the **Y** or **N** for Mst Input ID becomes highlighted;

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

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

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

Notice, **Y** or **N** will no longer be highlighted and you're free again to scroll through the menu;

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

Press **OK** again.

The F4 Vista will prompt;

```
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
```

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Continue pressing the **ESC** key until you return to the Start-Up window;

```
Options                    ▼
 ►System Opt
   Power Mng
   Comm Opt
```

Press **ESC**

```
Menu                       ▼
   User Manage
 ►Options
   PenDrive Mng
```

Press **ESC**

```
   Welcome    Check-In
      HH:MM
   MM/DD/YY   DAY
```
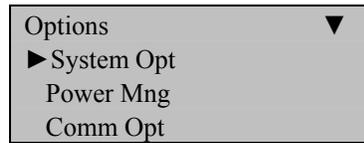
Note:
   The actual current date/time will appear.

1:1 Fingerprint Match Threshold

Note:

   This feature allows you to change the sensitivity of the fingerprint sensor when performing **1:1 fingerprint matching**.

Press the **MENU** key on the F4 Vista.

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

```
Menu                        ▼
   User Manage
►Options
   PenDrive Mng
```

Press the **OK** key.

The Options Menu will appear;

```
Options                    ▼
►System Opt
  Power Mng
  Comm Opt
```

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

Press the **OK** key.

The following screen appears;

```
System Opt                 ▼
  Date Time
  Fmt            YY-MM-DD
►Adv Option
```
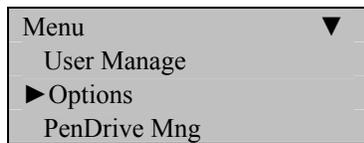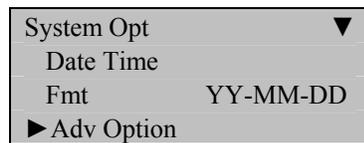
Scroll with the ▲/▼ keys and place the cursor (►) alongside Adv Option.

Press the **OK** key.

The Advanced Options menu will appear;

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

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

Press the **OK** key.

Notice the **35** in Match Thr becomes highlighted;

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

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

Note:
> Lessening the threshold lessens the sensitivity of the fingerprint sensor.
>
> If the F4 Vista is having difficulty reading most users' fingerprints, then consider lessening the threshold in 5-unit increments until the vast majority of users' fingerprints can be read consistently.
>
> If lessening the threshold doesn't help improve "fingerprint reads", consider issuing PIN numbers or cards for those users having difficulty having his/her fingerprints read by the F4 Vista.

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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 the **OK** key.

Notice, the Match Thr number **35** will no longer be highlighted and you're free again to scroll through the menu;

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

Press **OK** again.

The F4 Vista will prompt;

```
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
```

Continue pressing the **ESC** key until you return to the Start-Up window;

```
Options                     ▼
►System Opt
   Power Mng
   Comm Opt
```

Press **ESC**

```
Menu                        ▼
   User Manage
►Options
    PenDrive Mng
```

Press **ESC**

```
   Welcome    Check-In
      HH:MM
   MM/DD/YY   DAY
```
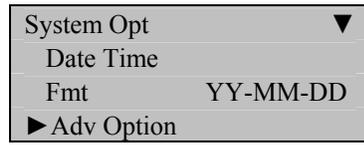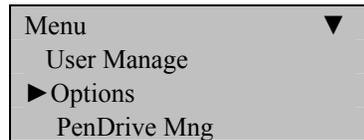
Note:
   The actual current date/time will appear.

Voice

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

Press the **MENU** key on the F4 Vista.

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

Menu	▼
User Manage	
▶Options	
PenDrive Mng	

Press the **OK** key.

The Options Menu will appear;

```
Options                        ▼
►System Opt
  Power Mng
  Comm Opt
```

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

Press the OK key.

The following screen appears;

```
System Opt                     ▼
   Date Time
   Fmt          YY-MM-DD
► Adv Option
```
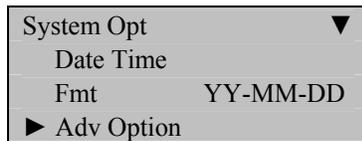
Scroll with the ▲/▼ keys and place the cursor (►) alongside Adv Option.

Press the **OK** key.

The Advanced Options menu will appear;

```
Adv Option               ▲
          .              ▼
  Mst Input ID           Y
  1:1 Thr                35
►Voice                   Y
```

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

Press the **OK** key.

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 **Y**es or **N**o.

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

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Notice, Voice **Y** or **N** will no longer be highlighted and you're free again to scroll through the menu;

```
Adv Option              ▲
           .            ▼
   Mst Input ID         Y
   1:1 Thr              35
 ►Voice                 Y
```

Press **OK** again.

The F4 Vista will prompt;

```
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
```

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Continue pressing the ESC key until you return to the Start-Up window;

```
Options                    ▼
 ►System Opt
  Power Mng
   Comm Opt
```

Press ESC

```
Menu                       ▼
    User Manage
 ► Options
    PenDrive Mng
```

Press ESC

```
   Welcome    Check-In
      HH:MM
   MM/DD/YY   DAY
```
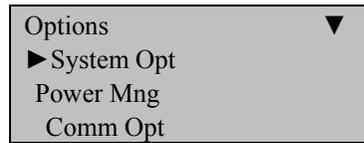
Note:
     The actual current date/time will appear.

Card Only

Note:

Users can clock-in ONLY with his/her issued card.

All fingerprints and passwords will be disabled (but not deleted).

Press the **MENU** key on the F4 Vista.

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

Menu ▼
User Manage
► Options
PenDrive Mng

Press the **OK** key.

The Options Menu will appear;

```
Options                        ▼
►System Opt
   Power Mng
   Comm Opt
```

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

Press the **OK** key.

The following screen appears;

```
System Opt
   Date Time
   Fmt             YY-MM-DD
► Adv Option
```
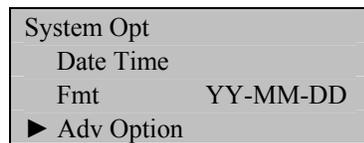
Scroll with the ▲/▼ keys and place the cursor (►) alongside Adv Option.

Press the **OK** key.

The Advanced Options menu will appear;

```
Adv Option                ▲
            ·             ▼
  1:1 Thr              35
  Voice                 Y
► Card Only            Y
```

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

Press the **OK** key.

Notice the **Y** or **N** for Card Only becomes highlighted;

```
Adv Option                ▲
            ·             ▼
  1:1 Thr              35
  Voice                 Y
► Card Only            Y
```

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

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

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Notice, Card Only **Y** or **N** will no longer be highlighted and you're free again to scroll through the menu;

```
Adv Option              ▲
            .           ▼
   1:1 Thr              35
   Voice                Y
► Card Only             Y
```

Press **OK** again.

The F4 Vista will prompt;

```
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
```

Continue pressing the ESC key until you return to the Start-Up window;

```
Options                    ▼
 ►System Opt
  Power Mng
   Comm Opt
```

Press ESC

```
Menu                       ▼
    User Manage
 ► Options
    PenDrive Mng
```

Press ESC

```
    Welcome    Check-In
      HH:MM
    MM/DD/YY   DAY
```
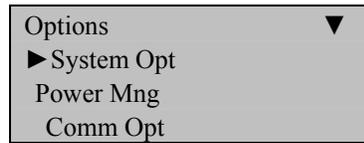
Note:
    The actual current date/time will appear.

FPCard Key

Note:

    Enter **F**inger**p**rint Card Key (also known as Mifare card key).

Press the **MENU** key on the F4 Vista.

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

```
Menu                          ▼
    User Manage
 ► Options
    PenDrive Mng
```

Press the **OK** key.

The Options Menu will appear;

```
Options                    ▼
 ►System Opt
   Power Mng
   Comm Opt
```

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

Press the OK key.

The following screen appears;

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

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

Press the OK key.

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The Advanced Options menu will appear;

```
┌─────────────────────────────┐
│ Adv Option              ▲   │
│                         ▼   │
│    Voice                Y   │
│    Card Only            N   │
│  ►FPCard Key                │
└─────────────────────────────┘
```
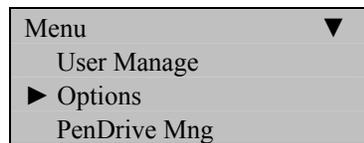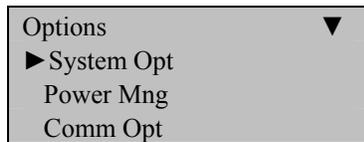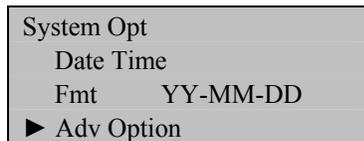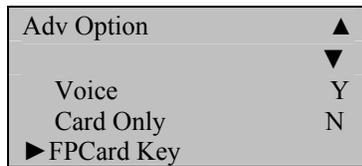
Scroll with the ▲/▼ keys and place the cursor (►) alongside FPCard Key.

Press the OK key.

Notice FPCard Key becomes highlighted;

```
┌─────────────────────────────┐
│ FPCard Key                  │
│                             │
│           ▉▉▉▉1             │
│                             │
│   ESC             OK        │
└─────────────────────────────┘
```

Use the keypad or scroll ▲/▼ keys to enter the FPCard Key.

After entering the Key, press OK.

The Adv Option menu will return;
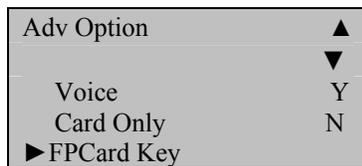
```
┌─────────────────────────────┐
│ Adv Option              ▲   │
│                         ▼   │
│    Voice                Y   │
│    Card Only            N   │
│  ►FPCard Key                │
└─────────────────────────────┘
```

Continue pressing the ESC key until you return to the Start-Up window;

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

Continue pressing the ESC key until you return to the Start-Up window;

```
Options                ▼
►System Opt
   Power Mng
   Comm Opt
```

Press ESC

```
Menu                   ▼
   User Manage
►Options
   PenDrive Mng
```

Press ESC

```
   Welcome    Check-In
      HH:MM
   MM/DD/YY   DAY
```
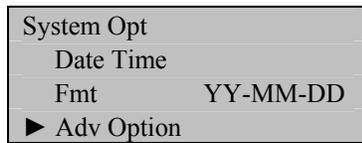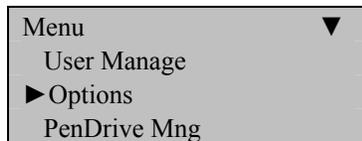
Note:
   The actual current date/time will appear.

Update Firmware

Note:

>   Update the firmware of the F4 Vista by utilizing the USB Pen Drive (flash drive).

>   **Caution**: Only change the firmware under the guidance of your dealer or ZK Software Tech Support.

Press the **MENU** key on the F4 Vista.

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

Menu   ▼
User Manage
▶ Options
PenDrive Mng

Press the **OK** key.

The Options Menu will appear;

```
Options                    ▼
►System Opt
   Power Mng
   Comm Opt
```

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

Press the **OK** key.

The following screen appears;

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

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

Press the **OK** key.

The Advanced Options menu will appear;

```
Adv Option              ▲
                        ▼
   Card Only            N
   FPCard Key
 ► Upd Firmware
```
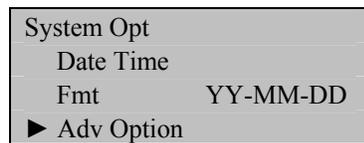
Scroll with the ▲/▼ keys and place the cursor (►) alongside Upd Firmware.

Press the **OK** key.

You'll then be prompted;

```
       Plug Pen Drive?
```

Insert the USB Pen Drive (flash drive) containing the Upgrade file into the USB port of the F4 Vista.

The F4 Vista will automatically recognize the upgraded firmware/file and will prompt you with instructions.

When complete press the **OK** key.

The Adv Option menu will return;
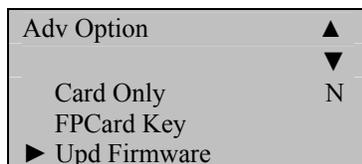
```
Adv Option              ▲
                        ▼
   Card Only            N
   FPCard Key
 ► Upd Firmware
```

Continue pressing the ESC key until you return to the Start-Up window;

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

Continue pressing the ESC key until you return to the Start-Up window;

```
Options                  ▼
 ►System Opt
    Power Mng
    Comm Opt
```

Press ESC

```
Menu                     ▼
    User Manage
 ► Options
    PenDrive Mng
```

Press ESC

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

Note:
    The actual current date/time will appear.

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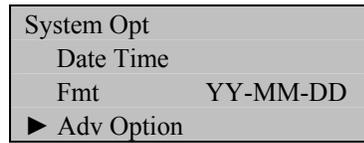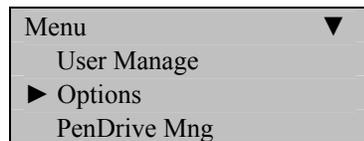
Button Beep

Note:

You can turn the audio **beep** "on" or "off" when pressing the F4 Vista keypad.

Press the **MENU** key on the F4 Vista.

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

```
Menu                          ▼
    User Manage
►  Options
    PenDrive Mng
```

Press the **OK** key.

The Options Menu will appear;

```
Options                    ▼
 ►System Opt
   Power Mng
   Comm Opt
```

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

Press the OK key.

The following screen appears;

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

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

Press the OK key.

The Advanced Options menu will appear;

```
Adv Option                 ▲
                           ▼
   FPCard Key
   Upd Firmware
 ► Button Beep             Y
```
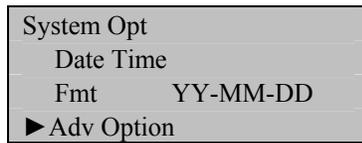
Scroll with the ▲/▼ keys and place the cursor (►) alongside Button Beep.

Press the OK key.

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Notice the **Y** or **N** for Button Beep becomes highlighted;
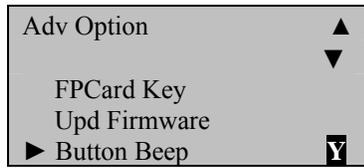
```
Adv Option                    ▲
                              ▼
   FPCard Key
   Upd Firmware
 ► Button Beep                Y
```

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

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

Notice, Button Beep **Y** or **N** will no longer be highlighted and you're free again to scroll through the menu;
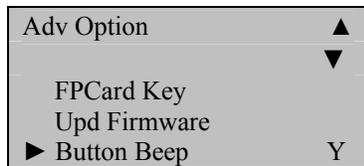
```
Adv Option                    ▲
                              ▼
   FPCard Key
   Upd Firmware
 ► Button Beep                Y
```

Press **OK** again.

The F4 Vista will prompt;

```
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
```

Continue pressing the **ESC** key until you return to the Start-Up window;

```
Options                      ▼
 ►System Opt
   Power Mng
   Comm Opt
```

Press **ESC**

```
Menu                         ▼
    User Manage
 ► Options
    PenDrive Mng
```

Press **ESC**

```
   Welcome    Check-In
     HH:MM
   MM/DD/YY   DAY
```
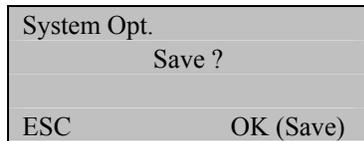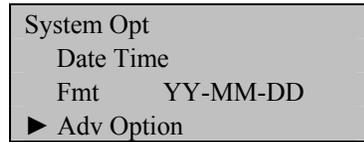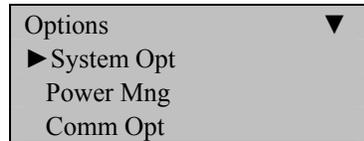
Note:
    The actual current date/time will appear.

Adjust Volume

Press the **MENU** key on the F4 Vista.

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

Menu	▼
User Manage	
► Options	
PenDrive Mng	

Press the **OK** key.

The Options Menu will appear;

```
Options                    ▼
►System Opt
   Power Mng
   Comm Opt
```

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

Press the **OK** key.

The following screen appears;

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

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

Press the **OK** key.

The Advanced Options menu will appear;

```
Adv Option              ▲
                        ▼
   Upd Firmware
   Button Beep        Y
► Adj VOL (%)         70
```
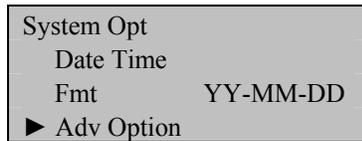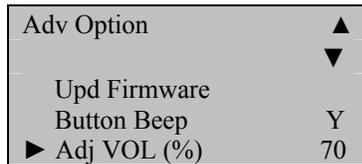
Scroll with the ▲/▼ keys and place the cursor (►) alongside Adj VOL.

Press the **OK** key.

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

```
┌─────────────────────────────┐
│ Adv Option            ▲     │
│                       ▼     │
│   Upd Firmware              │
│   Button Beep         Y     │
│ ► Adj VOL (%)        [70]   │
└─────────────────────────────┘
```

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

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

Notice, the Volume % **70** will no longer be highlighted and you're free again to scroll through the menu;

```
┌─────────────────────────────┐
│ Adv Option            ▲     │
│                       ▼     │
│   Upd Firmware              │
│   Button Beep         Y     │
│ ► Adj VOL (%)        70      │
└─────────────────────────────┘
```

Press **OK** again.

The F4 Vista will prompt;

```
┌─────────────────────────────┐
│ 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
```

Continue pressing the **ESC** key until you return to the Start-Up window;

```
Options              ▼
►System Opt
    Power Mng
    Comm Opt
```

Press **ESC**

```
Menu                 ▼
    User Manage
► Options
    PenDrive Mng
```

Press **ESC**

```
    Welcome    Check-In
       HH:MM
    MM/DD/YY   DAY
```
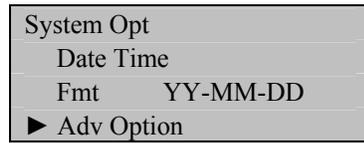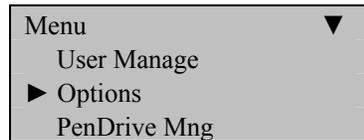
Note:
    The actual current date/time will appear.

Power Management

There are various power modes which can be selected;

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 F4 Vista out of sleep mode.

Idle
This setting determines if the F4 Vista 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 F4 Vista can remain "idle" prior to entering "**sleep mode**".

Lock Power (Yes or No)

Set Shutdown Schedule

Press the **MENU** key on the F4 Vista.

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

```
Menu                    ▼
   User Manage
►Options
   PenDrive Mng
```

Press the **OK** key.

The Options Menu will appear;

Options	▼
System Opt	
►Power Mng	
Comm Opt	
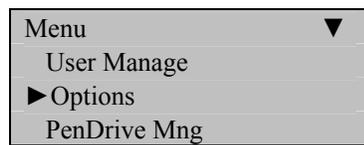
Scroll with the ▲/▼ keys and place the cursor (►) alongside Power Mng.

Press the **OK** key.

The following screen appears;

Power Mng	▼
►Shutdown	N
PowerOn	N
Sleep	N
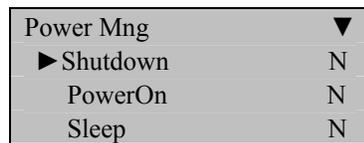
Scroll with the ▲/▼ keys and place the cursor (►) alongside Shutdown.

Press the **OK** key.

You'll then be prompted;

```
Shutdown
        Set Sch. Fun?


ESC                     OK
```
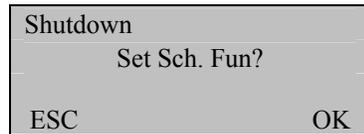
Press the **OK** key to schedule the Shutdown Function.

Notice the **23** : **59** in Shutdown becomes highlighted;

```
Power Mng               ▼
  ►Shutdown          23:59
   PowerOn              N
   Sleep                N
```
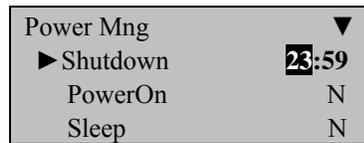
Use the scroll ▲/▼ keys and keypad to change the **hour** and **time** the F4 Vista should **Shutdown**.

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

Notice the **23:59** in Shutdown will no longer be highlighted and you're free again to scroll through the menu;
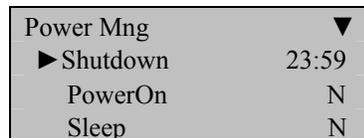
```
Power Mng               ▼
  ►Shutdown          23:59
   PowerOn              N
   Sleep                N
```

Press the **ESC** key.

The F4 Vista will prompt;

```
Power Mng.
          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
```

Continue pressing the **ESC** key until you return to the Start-Up window;

```
Menu                      ▼
   User Manage
 ►Options
   PenDrive Mng
```

Press **ESC**

```
   Welcome    Check-In
      HH:MM
   MM/DD/YY   DAY
```
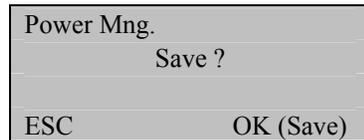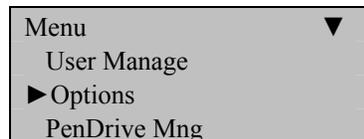
Note:
    The actual current date/time will appear.

Set Power On Schedule

Press the **MENU** key on the F4 Vista.

Scroll with the ▲/▼ keys and place the cursor (►) alongside Options;

```
Menu                        ▼
   User Manage
►Options
   PenDrive Mng
```

Press the **OK** key.

The Options Menu will appear;

Options	▼
System Opt	
►Power Mng	
Comm Opt	
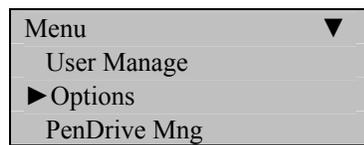
Scroll with the ▲/▼ keys and place the cursor (►) alongside Power Mng.

Press the **OK** key.

The following screen appears;

Power Mng	▼
Shutdown	N
►PowerOn	N
Sleep	N
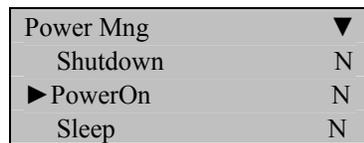
Scroll with the ▲/▼ keys and place the cursor (►) alongside PowerOn.

Press the **OK** key.

You'll then be prompted;

```
PowerOn
        Set Sch. Fun?

 ESC                      OK
```
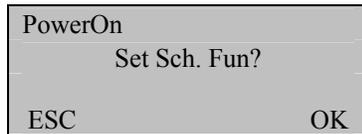
Press the **OK** key to schedule the PowerOn Function.

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

```
Power Mng               ▼
  Shutdown              N
►PowerOn              23:59
  Sleep                 N
```
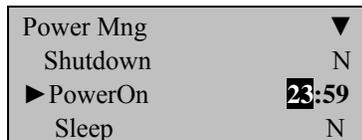
Use the scroll ▲/▼ keys and keypad to change the **hour** and **time** the F4 Vista should **Power On**.

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

Notice the **23:59** in PowerOn will no longer be highlighted and you're free again to scroll through the menu;
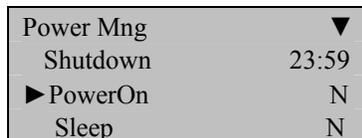
```
Power Mng               ▼
  Shutdown            23:59
►PowerOn               N
  Sleep                 N
```

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Press the **ESC** key.

The F4 Vista will prompt;

```
Power Mng.
            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
```

Continue pressing the **ESC** key until you return to the Start-Up window;

```
Menu                     ▼
  User Manage
  ►Options
    PenDrive Mng
```

Press **ESC**

```
  Welcome    Check-In
     HH:MM
  MM/DD/YY   DAY
```
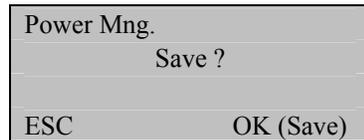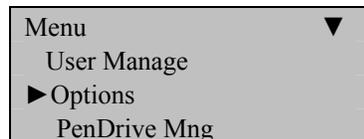
Note:
    The actual current date/time will appear.

Set Sleep Schedule

Press the **MENU** key on the F4 Vista.

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

```
Menu                        ▼
   User Manage
 ►Options
   PenDrive Mng
```

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Press the **OK** key.

The Options Menu will appear;

Options	▼
System Opt	
►Power Mng	
Comm Opt	
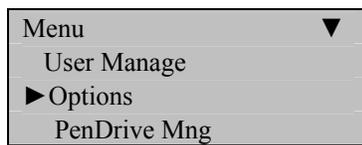
Scroll with the ▲/▼ keys and place the cursor (►) alongside Power Mng.

Press the **OK** key.

The following screen appears;

Power Mng	▼
Shutdown	N
PowerOn	N
►Sleep	N
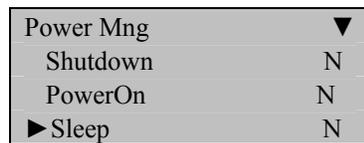
Scroll with the ▲/▼ keys and place the cursor (►) alongside Sleep.

Press the **OK** key.

You'll then be prompted;

```
Sleep
          Set Sch. Fun?


ESC                        OK
```
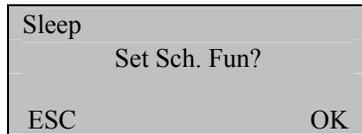
Press the **OK** key to schedule the Sleep Function.

Notice the **23** : **59** in Sleep becomes highlighted;

```
Power Mng                  ▼
 ►Shutdown                 N
   PowerOn                 N
   Sleep                23:59
```
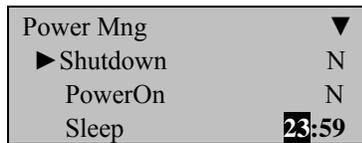
Use the scroll ▲/▼ keys and keypad to change the **hour** and **time** the F4 Vista should **Sleep**.

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

Notice the **23:59** in Sleep will no longer be highlighted and you're free again to scroll through the menu;
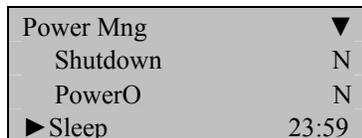
```
Power Mng                  ▼
   Shutdown                N
   PowerO                  N
 ►Sleep                23:59
```

Press the **ESC** key.

The F4 Vista 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
```

Continue pressing the **ESC** key until you return to the Start-Up window;

```
Menu                       ▼
   User Manage
  ►Options
    PenDrive Mng
```

Press **ESC**

```
   Welcome    Check-In
      HH:MM
   MM/DD/YY   DAY
```
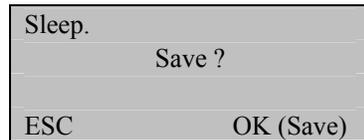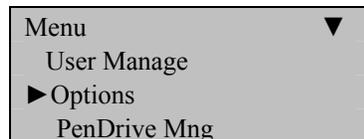
Note:
     The actual current date/time will appear.

Set Idle to <u>Off</u> or <u>Sleep</u>

Press the **MENU** key on the F4 Vista.

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

```
Menu                    ▼
  User Manage
▶Options
  PenDrive Mng
```

215

Press the **OK** key.

The Options Menu will appear;

Options	▼
System Opt	
►Power Mng	
Comm Opt	

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

Press the **OK** key.

The following screen appears;

Power Mng	▲
	▼
PowerOn	N
Sleep	N
►Idle	SLP

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

216
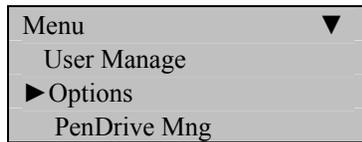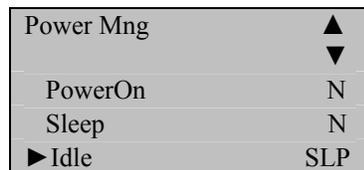
Press the **OK** key.

Notice the **23 : 59** in Sleep becomes highlighted;

```
┌─────────────────────────────────┐
│ Power Mng              ▲         │
│                       ▼         │
│  PowerOn              N         │
│  Sleep                N         │
│ ►Idle               [SLP]       │
└─────────────────────────────────┘
```
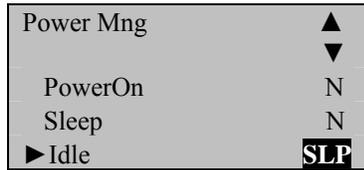
Use the scroll ▲/▼ keys to change the **Idle** mode to **Sleep** or **Off**.

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

Notice the **SLP/OFF** in Idle will no longer be highlighted and you're free again to scroll through the menu;
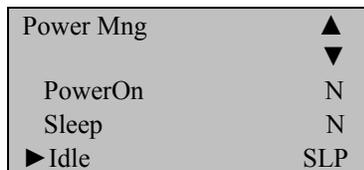
```
┌─────────────────────────────────┐
│ Power Mng              ▲         │
│                       ▼         │
│  PowerOn              N         │
│  Sleep                N         │
│ ►Idle                SLP        │
└─────────────────────────────────┘
```

Press the **ESC** key.

The F4 Vista will prompt;

```
┌─────────────────────────────────┐
│ Power Mng                       │
│           Save ?                │
│                                 │
│ ESC              OK (Save)      │
└─────────────────────────────────┘
```

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

The Options menu will return;

217

```
Options                    ▼
    System Opt
  ►Power Mng
    Comm Opt
```

Continue pressing the **ESC** key until you return to the Start-Up window;

```
Menu                       ▼
    User Manage
  ►Options
    PenDrive Mng
```

Press **ESC**

```
   Welcome    Check-In
      HH:MM
   MM/DD/YY   DAY
```
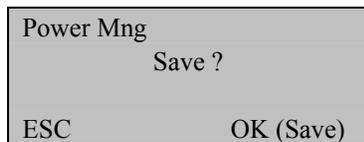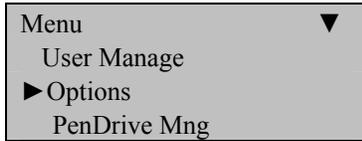
Note:
    The actual current date/time will appear.

Set Idle Minutes

Press the **MENU** key on the F4 Vista.

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

Menu	▼
User Manage	
▶Options	
PenDrive Mng	
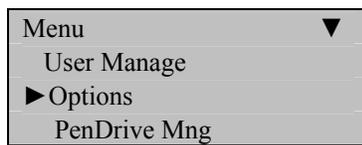
Press the **OK** key.

The Options Menu will appear;

Options	▼
System Opt	
►Power Mng	
Comm Opt	

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

Press the **OK** key.

The following screen appears;

Power Mng	▲
	▼
Sleep	N
Idle	SLP
►Idle Min	0

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

Press the **OK** key.

Notice the **0** in Idle Min becomes highlighted;

```
┌─────────────────────────────┐
│ Power Mng              ▲     │
│                       ▼     │
│   Sleep               N     │
│   Idle                SLP   │
│ ►Idle Min             0     │
└─────────────────────────────┘
```
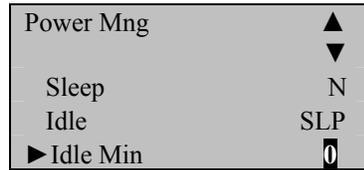
Use the scroll ▲/▼ keys to change the **Idle Minutes**.

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

Notice the **0** in Idle Minutes will no longer be highlighted and you're free again to scroll through the menu;
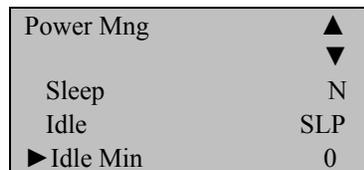
```
┌─────────────────────────────┐
│ Power Mng              ▲     │
│                       ▼     │
│   Sleep               N     │
│   Idle                SLP   │
│ ►Idle Min             0     │
└─────────────────────────────┘
```

Press the **ESC** key.

The F4 Vista will prompt;

```
┌─────────────────────────────┐
│ Power Mng                   │
│          Save ?             │
│                             │
│ ESC              OK (Save)  │
└─────────────────────────────┘
```

221

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

The Options menu will return;

```
Options                    ▼
   System Opt
 ►Power Mng
   Comm Opt
```

Continue pressing the **ESC** key until you return to the Start-Up window;

```
Menu                       ▼
  User Manage
 ►Options
  PenDrive Mng
```

Press **ESC**

```
   Welcome    Check-In
      HH:MM
   MM/DD/YY   DAY
```
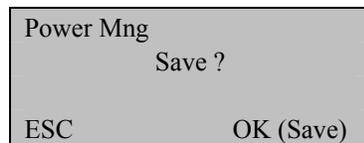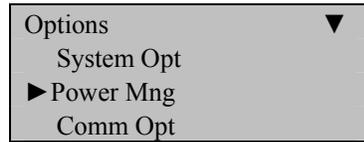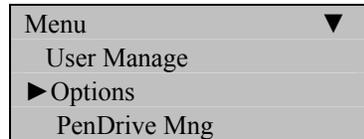
Note:
   The actual current date/time will appear.

Lock Power

Press the **MENU** key on the F4 Vista.

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

Menu	▼
User Manage	
▶Options	
PenDrive Mng	

223
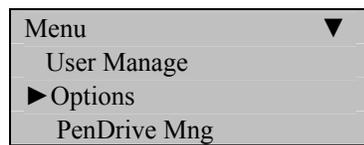
Press the **OK** key.

The Options Menu will appear;

Options	▼
System Opt	
►Power Mng	
Comm Opt	

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

Press the **OK** key.

The following screen appears;

Power Mng	▲
	▼
Idle	SLP
Idle Min	0
►Lock Power	Y

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

Press the **OK** key.

Notice the **Y** in Lock Power becomes highlighted;

```
Power Mng               ▲
                        ▼

 Idle                 SLP
 Idle Min               0
►Lock Power             Y
```

Use the scroll ▲/▼ keys to change the **Y** or **N** in **Lock Power**.

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

Notice the **Y** in Lock Power will no longer be highlighted and you're free again to scroll through the menu;

```
Power Mng               ▲
                        ▼

 Idle                 SLP
 Idle Min               0
►Lock Power             Y
```

Press the **ESC** key.

The F4 Vista will prompt;

```
Power Mng
            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
```

Continue pressing the **ESC** key until you return to the Start-Up window;

```
Menu                     ▼
  User Manage
 ►Options
   PenDrive Mng
```

Press **ESC**

```
  Welcome    Check-In
      HH:MM
   MM/DD/YY   DAY
```
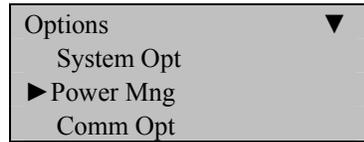
Note:
   The actual current date/time will appear.

Communication Options

Note:
> The F4 Vista can communicate via the Network (Ethernet) or RS 232/485.

Press the **MENU** key on the F4 Vista.

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

```
Menu                      ▼
    User Manage
 ► Options
    PenDrive Mng
```

Press the **OK** key.

The Options Menu will appear;
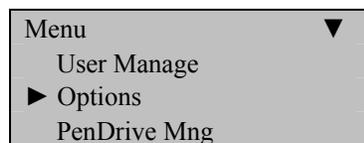
Options	▼
System Opt	
Power Mng	
► Comm Opt	

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

Press the **OK** key.

The following communication settings are available;

Comm Opt	▼
► IP Addr	
NetMask	
Gateway	
Net Speed	AUTO
BaudRate	115200
Dev Num	
RS232	Y
RS485	N
COMM Key	0
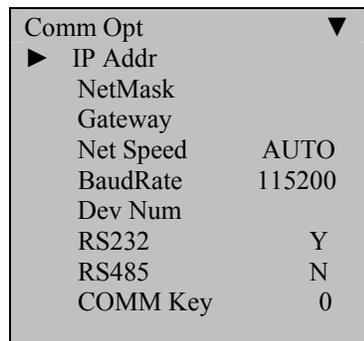
Network (Ethernet) Connectivity

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 already being used by another device on the same network.

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).

```
Comm Opt              ▼
  ►   IP Addr
      NetMask
      Gateway
      Net Speed
```
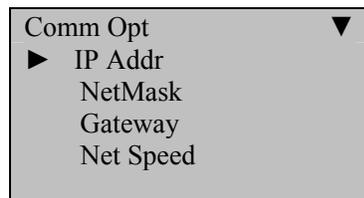
To change Network settings begin at start-up and press the **MENU** key on the F4 Vista.

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

```
Menu                          ▼
    User Manage
►  Options
    PenDrive Mng
```

Press the **OK** key.

The Options Menu will appear;

```
Options                    ▼
    System Opt
    Power Mng
 ►  Comm Opt
```
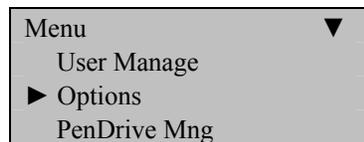
Scroll with the ▲/▼ keys and place the cursor (►) alongside Comm Opt.

Press the **OK** key.

The following Network Communication settings are available;
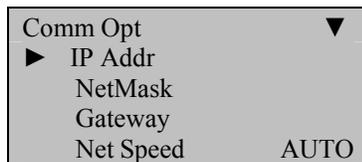
```
Comm Opt                   ▼
 ►   IP Addr
     NetMask
     Gateway
     Net Speed      AUTO
```

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.
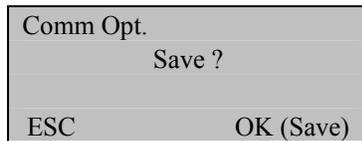
When finished, press the **ESC** key.

You'll be prompted;

```
Comm Opt.
          Save ?


 ESC              OK (Save)
```

231

Press **OK** again.

The Options menu will return;

```
Options                    ▼
    System Opt
    Power Mng
 ► Comm Opt
```

Continue pressing the **ESC** key until you return to the Start-Up window.

```
Menu                  ▼
    User Manage
 ► Options
    PenDrive Mng
```

Press **ESC**

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

Note:
    The actual current date/time will appear.

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 F4 Vista a unique Device Number ranging from 1-255. This device number is also the **site code** if the F4 Vista 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
```

233

To change RS 232/485 settings begin at start-up and press the **MENU** key on the F4 Vista.

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

```
Menu                        ▼
    User Manage
►  Options
    PenDrive Mng
```

Press the **OK** key.

The Options Menu will appear;

```
Options                  ▼
    System Opt
    Power Mng
► Comm Opt
```
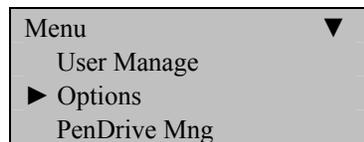
Scroll with the ▲/▼ keys and place the cursor (►) alongside Comm Opt.

Press the OK key.

The following RS 232/485 Communication settings are available;
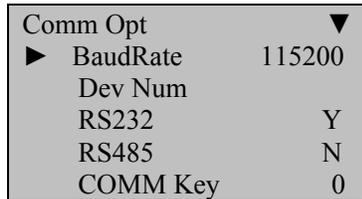
```
Comm Opt                 ▼
►   BaudRate      115200
    Dev Num
    RS232             Y
    RS485             N
    COMM Key          0
```

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.
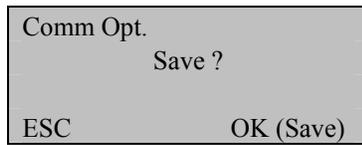
When finished, press the ESC key.

You'll be prompted;

```
Comm Opt.
          Save ?


ESC              OK (Save)
```

Press **OK** again.

The Options menu will return;

```
Options              ▼
   System Opt
   Power Mng
 ► Comm Opt
```

Continue pressing the **ESC** key until you return to the Start-Up window

```
Menu                 ▼
   User Manage
 ► Options
   PenDrive Mng
```

Press **ESC**

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

Note:
    The actual current date/time will appear.

Log Options

The F4 Vista 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 the **MENU** key on the F4 Vista.

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

```
Menu                    ▼
    User Manage
►  Options
    PenDrive Mng
```

Press the **OK** key.

The Options Menu will appear;

```
Options                 ▼
    Power Mng
    Comm Opt
►  Log Opt
```

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

Press the **OK** key.

The following screen appears;

```
Log Opt                  ▼
► Alm SupperLog         10
```

```
Alm SupperLog            ▼
► Alm AttLog            10
```

```
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 the **ESC** key

You'll be prompted;

```
Comm Opt.
            Save ?


ESC                OK (Save)
```

Press **OK** again.

The Options menu will return;

239

```
Options                    ▼
   System Opt
   Power Mng
► Comm Opt
```

Continue pressing the **ESC** key until you return to the Start-Up window.

```
Menu                       ▼
   User Manage
► Options
   PenDrive Mng
```

Press **ESC**

```
   Welcome    Check-In
      HH:MM
   MM/DD/YY   DAY
```
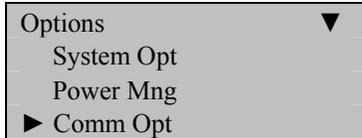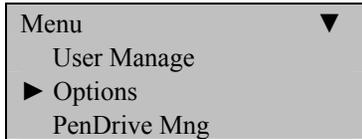
Note:
   The actual current date/time will appear.

Access Control

In addition to acting as an attendance recorder, the F4 Vista is also an **access control terminal.**

Using the F4 Vista with 3rd Party Door Control Panels:

WHEN THE F4 VISTA IS USED WITH A 3RD PARTY ACCESS CONTROL PANEL, THE F4 VISTA'S SOLE FUNCTION IS VERIFYING THE IDENTITY OF THE USERS.

AFTER IDENTITY IS VERIFIED, THE F4 VISTA SENDS A 26-BIT WIEGAND SIGNAL TO THE 3RD PARTY CONTROL PANEL PROVIDING ONLY USER-ID MATCH CONFIRMATION.

IT IS THE 3RD PARTY PANEL AND NOT THE F4 VISTA WHICH CONTROLS DOOR ACCESS IN THIS CONFIGURATION.

THEREFORE, WHEN USING THE F4 VISTA WITH A 3RD PARTY DOOR CONTROL PANEL, REFER ALL ACCESS-RELATED QUESTIONS TO THE 3RD PARTY CONTROL PANEL MANUFACTURER AND NOT ZK SOFTWARE.

F4 Vista as a STAND-ALONE Door Controller

The F4 Vista has five main Access Control Options:

Time Period Settings:

Defines time periods for which doors-access is normally granted or denied (i.e. Weekdays, Weekends, 9-5 day shift, Shift 2, Midnight Shift, holidays, etc).

Group Options:

Create Groups containing users with the same Access Rights.

Assigning time periods to Groups:

Assign the time periods to the group based on the Groups' access rights.

Access Combinations

Allow door-access ONLY when multiple authorized-users/Admins are present. No single User/Admin can access the door UNLESS another authorized User/Admin is present.

Lock:

Set how long the door-lock remains opened after an authorized user/Admin opens the door.

DSen. Delay:

The **D**oor **Sen**sor **Delay** determines how long to keep the door unlocked, after an authorized user opens the door.

Verification Flow of Access Options

```
                              ┌──────────────────────────┐
                              │ User places the fingerprint│ ◄──────────────────┐
                              └──────────────────────────┘                      │
                                          │                                      │
                                          ▼           No                         │
  ┌─────────────────────────┐       ╱────────╲  ──────────►  ╱──────────╲      │
  │ Records entry but can't  │      ╱   User    ╲             ╱  GRP TZ    ╲    │
  │ unlock                   │      ╲           ╱ ◄──────────  ╲           ╱     │
  └─────────────────────────┘       ╲────────╱       No        ╲────────╱      │
            ▲                            │ Yes                      │           │
            │                            ▼                          │ Yes       │
  ┌─────────────────────┐   No     ╱──────────╲                     │           │
  │ TimePeriod Deny     │ ◄────────╱ Effective  ╲ ◄──────────────────┘           │
  └─────────────────────┘          ╲    TZ     ╱ ◄───────────────────           │
                                     ╲────────╱                                  │
                                         │ Yes                                   │
                                         ▼                                       │
  ┌─────────────────────┐   No     ╱──────────╲                                 │
  │                     │ ◄────────╱ User GRP in ╲                               │
  └─────────────────────┘          ╲ unlocking  ╱                               │
            │                        ╲  Comb    ╱                               │
            ▼                         ╲────────╱                                │
  ┌─────────────────────┐                 │ Yes                                 │
  │       T&A           │                 ▼                                     │
  └─────────────────────┘          ╱──────────╲        No   ┌───────────────┐ │
                                   ╱ Satisfy     ╲ ──────────►│ Next GRP user │─┘
                                   ╲ certain     ╱            └───────────────┘
                                   ╲ unlocking  ╱
                                    ╲combination╱
                                     ╲────────╱
                                         │ Yes
                                         ▼
                              ┌──────────────────────────┐
                              │ Combine to unlock door   │
                              └──────────────────────────┘
```

243
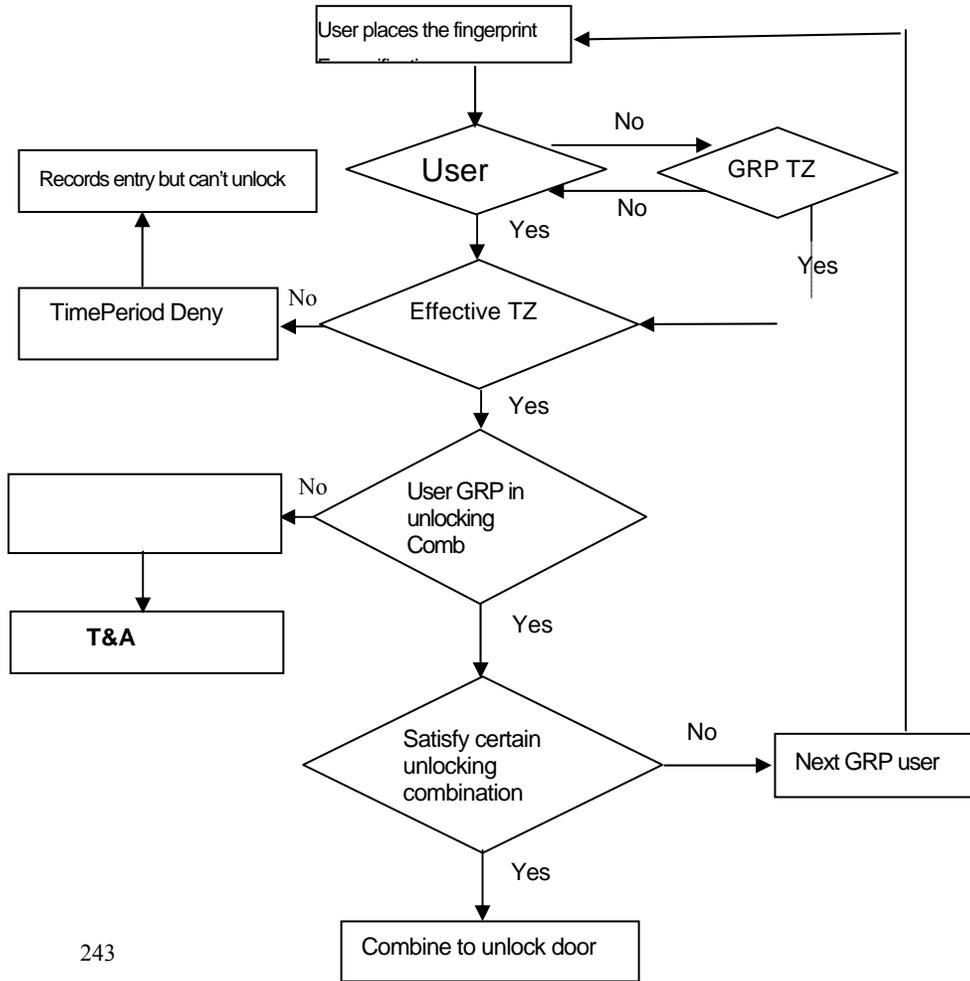
Time Period Settings

A **Time Period** is a user-defined period of time in which the door normally remains accessible or inaccessible to specified users or groups of users.

Examples of **time periods** include work shifts, work days, weekends, holidays, annual company closings, etc.

The F4 Vista can store up to **50 time periods.**

Each user can be assigned up to 3 different time periods.

If a user belongs to "multiple" time periods, then he/she has door-access during all those time periods assigned to him/her.

Example:

Time Period <u>1</u> (TP No. 1) is weekend-access ONLY.

Time Period <u>2</u> (TP No. 2)) is weekday-access ONLY.

If a user belongs to **BOTH** TP1 and TP2, in effect he/she has access all 7 days of the week

Time Periods use an "OR" Logic.

Every time period has a **START** and **END** time.

Time periods adhere to the format **HH:MM - HH:MM**

Time periods are based on a <u>24-hour clock</u> (no AM or PM).

To prohibit users for a 24-hour period, create the following Time Period:

23:59 - 23:58.

This means there is no door access starting at 11:59pm until 11:58 the following day.   The door is ALWAYS INACCESSIBLE, even though the user is enrolled in the F4 Vista.

To allow **unrestricted** door access for a 24-hour period, create the following Time Period:

00:00-23:59

This means there is unrestricted access starting at Midnight until 11:59 PM.   The door is ALWAYS ACCESSIBLE to users enrolled on the F4 Vista.

How to create Time Periods:

Press the **MENU** key on the F4 Vista.

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

```
Menu                        ▼
    User Manage
 ► Options
    PenDrive Mng
```

Press the **OK** key.

The Options Menu will appear;

```
Options                     ▼
    Comm Opt
    Log Opt
 ► Access Options
```

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

Press the **OK** key.

The Options Menu will appear;

```
Access Options            ▼
 ► Define TP
    User Acc Opts
    GRP TP Define
```
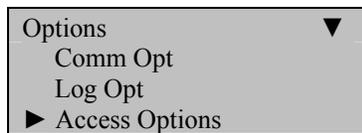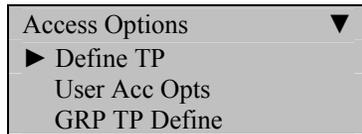
Scroll with the ▲/▼ keys and place the cursor (►) alongside Define TP.

Press the **OK** key.

The Define TP screen will appear;

```
Define TP
            TP No.
             1
  ESC              OK
```
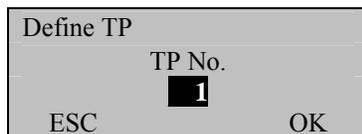
Press **OK** to accept Time Period number **1** (TP 1).

The following Time Period screen displays;

```
Def TP 1                  ▼
 ► Sun    00:00 –   23:59
    Mon   00:00 –   23:59
    Tue    00:00 –   23:59
```

Scroll with the ▲ / ▼ keys and use the **OK** key and keypad to program the
start and **end** times for the various days of the week.

When finished, press the **ESC** key until you're prompted with the following screen;

```
Def  TP 1
            Save?

 ESC              OK (Save)
```
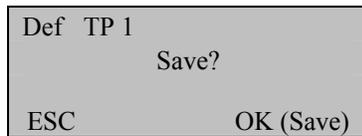
Press the **OK** key and you'll return to the Access Options menu;

```
Access Options          ▼
 ►  Define TP
     User Acc Opts
     GRP TP Define
```
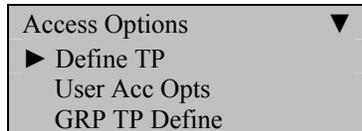
Time Period Examples;

Example: Restricting Door Access to Weekdays only:

```
Def TP 1                ▼
 ►  Sun    00:00 –   23:59
     Mon   00:00 –   23:59
     Tue    00:00 –   23:59
     Wed   00:00 –   23:59
     Thu    00:00 –   23:59
     Fri      00:00 –   23:59
     Sat    00:00 –   23:59
```
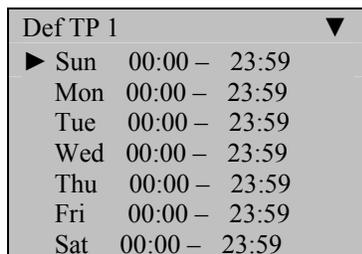
In the above figure, notice each day is programmed with 00:00-23:59. This means the doors are accessible to authorized users ALL THE TIME.

But if your operating hours are typically Monday-Friday 9am to 5pm, it is unlikely that your employees will need door access on the weekends.

Therefore, you might consider creating a "weekend time period" in which **Mon-Fri** is 00:00-23:59 BUT **Sat and Sun** is 23:59-23:58, as illustrated below:

```
Def TP 1                  ▼
► Sun    23:59 –   23:58
  Mon    00:00 –   23:59
  Tue    00:00 –   23:59
  Wed    00:00 –   23:59
  Thu    00:00 –   23:59
  Fri    00:00 –   23:59
  Sat    23:59 –   23:58
```

It is also a good idea to create a Time Period during which all the doors remain INACCESSIBLE.   This is typical of a holiday, in which case your employees will not need door access.

Example: Restricting Door Access completely

```
Def TP 2                  ▼
► Sun    23:59 –   23:58
  Mon    23:59 –   23:58
  Tue    23:59 –   23:58
  Wed    23:59 –   23:58
  Thu    23:59 –   23:58
  Fri    23:59 –   23:58
  Sat    23:59 –   23:58
```

In the above figure, each day is programmed with 23:59 – 23:58. This means the doors are NOT accessible to authorized users ALL THE TIME.

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If your employees have 2 different work shifts, you might consider a Time Period for each work shift;

Example: Restricting door access to "Shift 1 employees"

If Shift 1 employees work 9 a.m. to 5 p.m. and Shift 2 employees work 5 p.m. to 1 a.m., then consider creating Time Period 2 (TP 2) for Shift 1 employees.

This will deny door access to Shift 1 employees AFTER 5:00pm during the week.   Shift 1 employees will also be denied door access all weekend long.

Evening and weekend-restricted door access is illustrated below:

```
Def TP 2                    ▼
► Sun    23:59 –  23:58
  Mon   09:00 – 17:00
  Tue    09:00 – 17:00
  Wed   09:00 – 17:00
  Thu    09:00 – 17:00
  Fri     09:00 – 17:00
  Sat     23:59 –  23:58
```

Group Time Period Settings

IMPORTANT - ALWAYS Create Time Periods FIRST

Individual Users can be assigned to **Groups.** This saves time since Group Access Rights only need to be programmed ONCE. Then, as users are added to the F4 Vista, all you need do is assign them to his/her respective **Groups**. It then becomes unnecessary to program individual Access Rights when enrolling new users.

How to create Groups:

Press the **MENU** key on the F4 Vista.

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

```
Menu                    ▼
    User Manage
▶ Options
    PenDrive Mng
```

Press the **OK** key.

The Options Menu will appear;

```
Options   ▼
    Comm Opt
    Log Opt
▶ Access Options
```

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

Press the **OK** key.

The Options Menu will appear;

```
Access Options              ▼
    Define TP
    User Acc Opts
  ► GRP TP Define
```
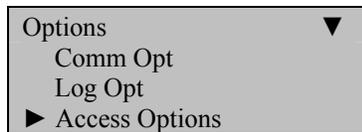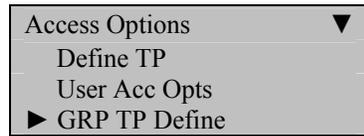
Scroll with the ▲/▼ keys and place the cursor (▶) alongside GRP TP Define.

Press the **OK** key.

The Define GRP TP screen will appear;

```
GRP TP Define
        Group No..
          1
  ESC              OK
```
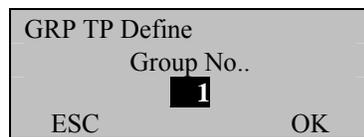
To accept Group No 1, press the **OK** key.

The following screen appears;

```
GRP1 Def   TP
TP1                    1
TP2
TP3
```
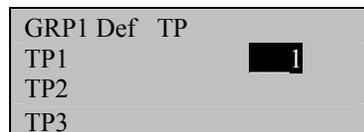
Scroll with the ▲/▼ keys and place the cursor (►) alongside the time period for which you're adding a Group No.

When finished assigning Groups to Time Periods, press the **ESC** key.

```
GRP Def TP
            Save?


 ESC              OK (Save)
```

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

```
Access Options          ▼
    Define TP
    User Acc Opts
 ► GRP TP Define
```

User Access Options

After a User has been enrolled, you can later define his/her "Door Access Options" by assigning them to Groups, which are defined by Time Periods.

Note:

Time Periods MUST be created before Groups!

How to create Groups:

Press the **MENU** key on the F4 Vista.

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

```
Menu                          ▼
    User Manage
 ► Options
    PenDrive Mng
```

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Press the **OK** key.

The Options Menu will appear;

```
Options                    ▼
    Comm Opt
    Log Opt
 ► Access Options
```

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

Press the **OK** key.

The Options Menu will appear;

```
Access Options             ▼
    Define TP
 ► User Acc Opts
    GRP TP Define
```
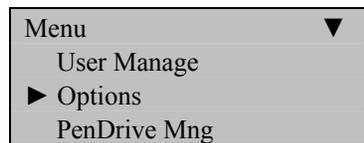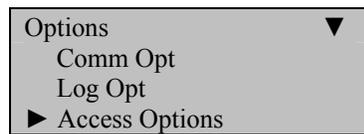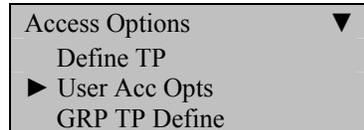
Scroll with the ▲/▼ keys and place the cursor (►) alongside User Acc
Opts.

Press the **OK** key.

The User Access Options screen will appear;

```
User Acc Opts


        User ID ███    1
  ESC               OK
```

Press **OK** to change User ID 00001's Door Access Options.

```
User 00001 Opt          ▼
  ► Belong to GRP        1
    Use Grp TPs          Y
    TP1                  3
```

Scroll with the ▲/▼ keys and place the cursor (►) alongside the value you wish to change.

Indicate which Group Number that User ID 00001 will belong to and if the time periods associated with Group Number 1 will apply to User ID 00001.

```
User 00001 Opt
          Save ?


  ESC           OK (Save)
```

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

```
Access Options          ▼
    Define TP
  ► User Acc Opts
    GRP TP Define
```

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Access Combination Settings

The F4 Vista can also be configured so that 2 to 5 users need to present his/her authorized fingerprints prior to the door releasing. This is called "**Multi-User Combination**:

Multi-User Combination provides the highest level of door security, and is common when protecting "critical assets" or protecting the safety of the public:

Typical Multi-User Combination applications include:

- Financial Assets (bank vaults, safes, etc)
- Bio hazardous waste (hospitals).
- Utility plants (i.e. nuclear)
- Weapons Systems

If only ONE of the users of a Multi-User Combination group attempts access to the door without the others, the door will NOT release.

How to create Access Combinations:

Press the **MENU** key on the F4 Vista.

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

```
Menu                           ▼
    User Manage
►  Options
    PenDrive Mng
```

Press the **OK** key.

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The Options Menu will appear;

```
Options              ▼
   Comm Opt
   Log Opt
 ► Access Options
```

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

Press the **OK** key.

The Access Options Menu will appear;

```
Access Options       ▼
   User Acc Opts
   GRP TP Define
 ► Access Comb
```
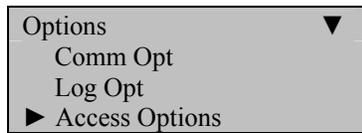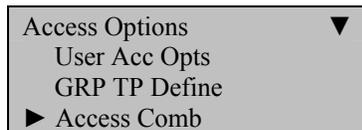
Scroll with the ▲/▼ keys and place the cursor (▶) alongside Access Comb.

Press the **OK** key.

The User Access Options screen will appear;

```
Access Comb          ▼
Comb 1               1
Comb 2
Comb 3
```
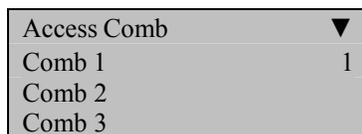
Scroll with the ▲/▼ keys and indicate which combinations of "Groups" will be necessary to clock-in, prior to the door releasing.

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

```
Access Options          ▼
    User Acc Opts
    GRP TP Define
 ► Access Comb
```
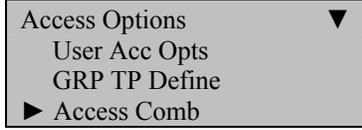
Examples of Unlocking/Access Combinations;

```
┌─────────────────────────────────────┐
│  Access Comb                      ▼  │
│  ▶Comb 1          123                │
│                                      │
└─────────────────────────────────────┘
┌─────────────────────────────────────┐
│  Comb 1                           ▼  │
│  ▶Comb 2            4                │
│                                      │
└─────────────────────────────────────┘
┌─────────────────────────────────────┐
│  Comb 2                           ▲  │
│  ▶Comb 3           24              ▼ │
│                                      │
└─────────────────────────────────────┘
┌─────────────────────────────────────┐
│  Comb 2                           ▲  │
│  ▶Comb 3           45              ▼ │
│                                      │
└─────────────────────────────────────┘
┌─────────────────────────────────────┐
│  Comb 2                           ▲  │
│  ▶Comb 3           15              ▼ │
│                                      │
└─────────────────────────────────────┘
```

The above illustrates 5 **combinations**;

- 123 is a combination.
- 4 is a combination.
- 24 is a combination.
- 45 is a combination.
- 15 is a combination.

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```
┌─────────────────────────────┐
│  Access Comb          ▼      │
│ ▶Comb 1        123          │
└─────────────────────────────┘

┌─────────────────────────────┐
│                       ▼      │
│  ▶ Comb 2        4          │
└─────────────────────────────┘

┌─────────────────────────────┐
│  Comb 2               ⬍      │
│ ▶Comb 3         24          │
└─────────────────────────────┘

┌─────────────────────────────┐
│  Comb 2               ⬍      │
│ ▶Comb 3         45          │
└─────────────────────────────┘

┌─────────────────────────────┐
│  Comb 2               ⬍      │
│ ▶Comb 3         15          │
└─────────────────────────────┘
```

Combination 1:

When any users belonging to Group 1, Group 2 and Group 3 are all present, the door will only release when all 3 Group members place his/her fingers on the F4 Vista CONSECUTIVELY.

Combination 3:

When any 2 users belonging to Group 4 and Group 5 are BOTH present, the door will only release when BOTH users place his/her fingers on the F4 Vista.

.

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Lock

The Door "lock" Control Setting determines how long the door will remain OPEN (unlocked) after a user has successfully gained access.

Press the **MENU** key on the F4 Vista.

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

Menu	▼
User Manage	
► Options	
PenDrive Mng	

Press the **OK** key.

The Options Menu will appear;

```
Options                    ▼
    Comm Opt
    Log Opt
 ► Access Options
```

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

Press the **OK** key.

The Access Options Menu will appear;

```
Access Options             ▲
                           ▼
    GRP TP Define
    Access Comb
 ► Lock              150
```
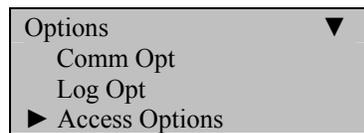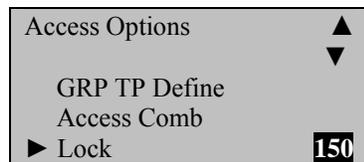
Scroll with the ▲/▼ keys and place the cursor (►) alongside Lock.

Note the default is **150** ms (about 7 seconds).

If you wish to change, press **OK** and indicate how long the door should remain opened.

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Press **OK** again, and then press **ESC** key.

```
System Opt
            Save ?


 ESC              OK (Save)
```

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

```
Options                    ▼
    Comm Opt
    Log Opt
 ► Access Options
```
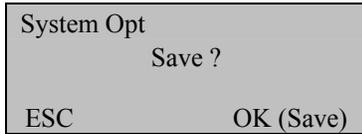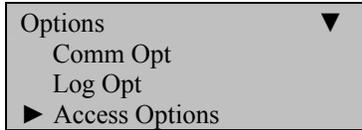
Door Sensor Delay

The Door Sensor Delay determines how long the door will remain unlocked after an authorized user opens the door.

Press the **MENU** key on the F4 Vista.

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

Menu	▼
User Manage	
▶ Options	
PenDrive Mng	

Press the **OK** key.

The Options Menu will appear;

```
Options                      ▼
   Comm Opt
   Log Opt
 ► Access Options
```

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

Press the **OK** key.

The Access Options Menu will appear;

```
Access Options               ▲
                             ▼
   Access Comb
   Lock              150
 ► DSen. Delay        10
```
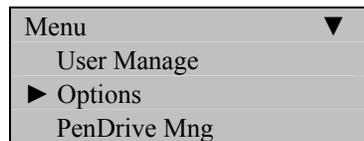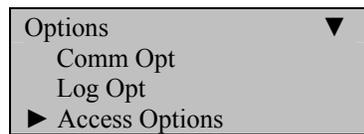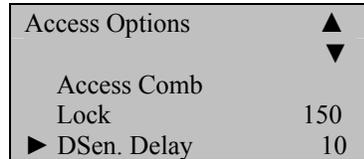
Scroll with the ▲/▼ keys and place the cursor (►) alongside DSen Delay.

Note the default is 10.

If you wish to change, press **OK**.

```
┌─────────────────────────────────┐
│ Access Options            ▲      │
│                           ▼      │
│     Access Comb                  │
│     Lock                 150     │
│ ► DSen. Delay            10      │
└─────────────────────────────────┘
```

Change the Door Sensor delay and press the **OK** key.

Press **OK** again, and then press **ESC** key.

```
┌─────────────────────────────────┐
│ System Opt                       │
│            Save ?                │
│                                  │
│  ESC              OK (Save)      │
└─────────────────────────────────┘
```

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

```
┌─────────────────────────────────┐
│ Options                   ▼      │
│     Power Mng                    │
│     Comm Opt                     │
│     Log Opt                      │
│ ► Access Options                 │
└─────────────────────────────────┘
```

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Door Sensor Mode

Dsen. Mode has 3 options;

No - No use door magnistor
NC - When the door is open, the lock is open.
None - When the door is closed ,the lock is closed

Press the **MENU** key on the F4 Vista.

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

Menu	▼
User Manage	
► Options	
PenDrive Mng	

Press the **OK** key.

The Options Menu will appear;

```
Options                    ▼
    Comm Opt
    Log Opt
 ► Access Options
```

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

Press the **OK** key.

The Access Options Menu will appear;

```
Access Options             ▼
                           ▲
    Lock              150
    DSen. Delay        10
 ► DSen. Mode        NONE
```
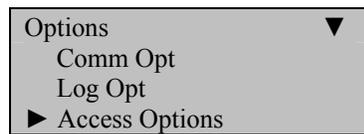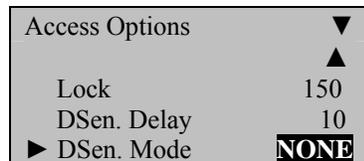
Scroll with the ▲/▼ keys and place the cursor (►) alongside DSen Mode.

Note the default is **NONE**.

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If you wish to change, press **OK**.

```
Access Options              ▼
                            ▲
   Lock                   150
   DSen. Delay             10
 ► DSen. Mode           NONE
```

Use the scroll ▲/▼ keys to change Mode to **No** or **NC**.

When finished, press the **OK** key.

Press **OK** again, and then press **ESC** key.

```
System Opt
              Save ?


 ESC                OK (Save)
```

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

```
Options                    ▼
   Comm Opt
   Log Opt
 ► Access Options
```

Door Sensor Alarm

The Door Sensor Delay determines how long the door will remain OPEN until the F4 Vista sends an alarm.

Press the **MENU** key on the F4 Vista.

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

```
Menu                        ▼
    User Manage
 ► Options
    PenDrive Mng
```

Press the **OK** key.

The Options Menu will appear;

```
Options                  ▼
    Comm Opt
    Log Opt
 ► Access Options
```

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

Press the **OK** key.

The Access Options Menu will appear;

```
Access Options           ▲
                         ▼
    DSen. Delay         10
    DSen. Mode       NONE
 ► DSen. Alarm         30
```
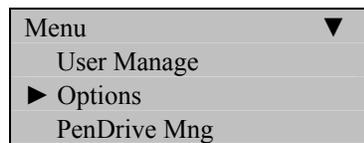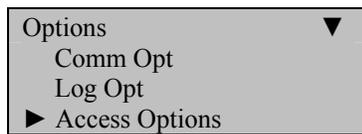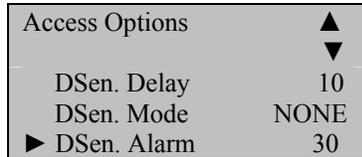
Scroll with the ▲/▼ keys and place the cursor (►) alongside DSen Alarm.

Note the default is 30.

If you wish to change, press **OK**.

```
Access Options              ▲
                            ▼
    DSen. Delay          10
    DSen. Mode         NONE
 ►  DSen. Alarm          30
```

Change the Door Sensor Alarm and press the **OK** key.

Press **OK** again, and then press **ESC** key.

```
System Opt
              Save ?


 ESC              OK (Save)
```

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

```
Options                     ▼
    Comm Opt
    Log Opt
 ►  Access Options
```

Duress Options

The F4 Vista provides users a **Duress** ("manual alarm") button.

If a user has registered a "duress finger," a manual alarm can be triggered when the F4 Vista recognizes the "duress" finger.

Any user can have a **Duress** finger registered.

Note that the **Duress** finger does not open the door.   It only sends an alarm signal.

Press the **MENU** key on the F4 Vista.

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

Menu	▼
User Manage	
► Options	
PenDrive Mng	

Press the **OK** key.

The Options Menu will appear;

```
Options                        ▼
     Comm Opt
     Log Opt
  ► Access Options
```

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

Press the **OK** key.

The Access Options Menu will appear;

```
Access Options                 ▲
                               ▼
     DSen. Mode        NONE
     DSen. Alarm         30
  ► Duress Options
```
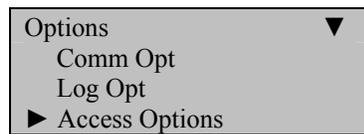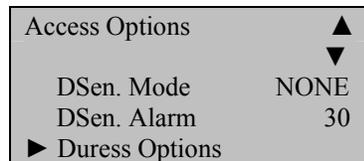
Scroll with the ▲/▼ keys and place the cursor (►) alongside Duress Options.   Then press **OK**.

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The Duress Options menu will appear;

```
Duress Options           ▲
                         ▼
► Duress FP.
  Help Key               N
  1:1 Trg                N
```
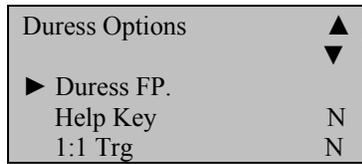
Scroll with the ▲/▼ keys and place the cursor (►) alongside Duress FP and press **OK**.

The Duress FP menu will appear;

```
Duress FP.               ▲
                         ▼
► New Enrollment.
  Def. Duress FP
  Undef Duress FP
```
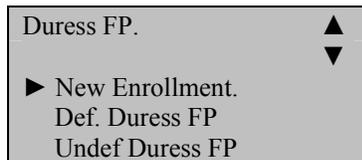
You have the following choices;

New Enrollment
> If you're adding a Duress fingerprint to an EXISTING User who currently has no duress fingerprint.

Define Duress Fingerprint
> If you're adding "Duress" to an EXISTING User's already-enrolled fingerprint.

Undefine Duress Fingerprint
> If you're REMOVING "Duress" from an EXISTING User's already-enrolled fingerprint.   This will not delete the fingerprint. But the fingerprint will no longer have "duress" status.

```
Duress FP.                    ▲
                              ▼

► New Enrollment.
  Def. Duress FP
  Undef Duress FP
```

New Enrollment;

If your adding a "Duress Fingerprint", select New Enrollment and press
OK.

Then add a fingerprint (enrolling fingerprints is previously covered in the
beginning chapters of the User Guide).

Define Duress Fingerprint;

If you're adding/defining Duress to an existing User's already-enrolled
fingerprint then select "Def Duress FP" and press **OK**

Then indicate which user ID you'll be adding Duress and press **OK**

Then indicate which finger will receive "duress status" by either pressing
OK or **ESC** as you scroll through the User's fingerprints.

Undefine Duress Fingerprint;

If you're REMOVING Duress from an existing User's already-enrolled
fingerprint, then select "Undef Duress FP" and press **OK**

Then indicate which user ID you'll be removing Duress and press **OK**.

Then indicate which finger will LOSE Duress by either pressing **OK** or
ESC as you scroll through the User's fingerprints.

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

```
Duress FP.              ▲
                        ▼
► New Enrollment.
  Def. Duress FP
  Undef Duress FP
```

Press **ESC**

```
Duress Options          ▲
                        ▼
► Duress FP.
  Help Key           N
  1:1 Trg            N
```

Other Duress Options;

```
Duress Options          ▲
                        ▼
► Duress FP.
  Help Key           N
  1:1 Trg            N
  1:N Trig           N
  Pwd Trig           N
  Alarm Delay        10
```

Note that you can indicate whether or not a "Duress Alarm" can be triggered by;

- A Help Key
- 1:1 fingerprint match
- 1:N Fingerprint match
- Password match

You can also indicate how long an alarm should delay when a "Duress condition" occurs.

Scroll with the ▲/▼ keys and use the **OK** key and key pad to change values.

```
┌─────────────────────────────────┐
│ Duress Options          ▲       │
│                         ▼       │
│ ► Duress FP.                    │
│   Help Key            N         │
│   1:1 Trg             N         │
│   1:N Trig            N         │
│   Pwd Trig            N         │
│   Alarm Delay         10        │
└─────────────────────────────────┘
```

Press **OK** again, and then press **ESC** key.

You'll then be prompted;

```
┌─────────────────────────────────┐
│ System Opt                      │
│           Save ?                │
│                                 │
│  ESC              OK (Save)     │
└─────────────────────────────────┘
```

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

```
┌─────────────────────────────────┐
│ Access Options          ▲       │
│                         ▼       │
│   DSen. Mode        NONE        │
│   DSen. Alarm         30        │
│ ► Duress Options                │
└─────────────────────────────────┘
```

ALARM CNT

```
Access Options          ▲
                        ▼
   DSen. Alarm          30
   Duress Options
 ► ALARM CNT             0
```

Auto Test

This menu allows you to test various components of the F4 Vista;

Run ALL Tests

LCD Test
Does the display appear normal?

Voice Test
Scroll through and listen to pre-recorded voice prompts by pressing the **OK** key.

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 the **MENU** key on the F4 Vista.

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

```
Menu                        ▼
    User Manage
  ► Options
    PenDrive Mng
```

Press the **OK** key.

The Options Menu will appear;

```
Options                     ▲
                            ▼
    Log Opt
    Access Options
  ► Auto Test
```
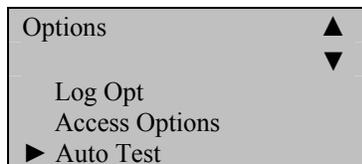
Scroll with the ▲/▼ keys and place the cursor (►) alongside Auto Test.

Press the **OK** key.

The following screen appears;

```
Auto Test              ▼
   ► Run ALL Test
     LCD Test
     Voice Test
     FR Reader
     Key test
     RTC Test
```
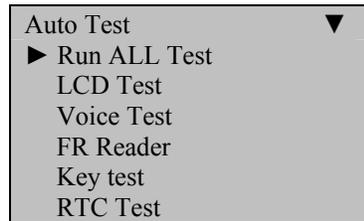
Scroll with the ▲/▼ keys and place the cursor (►) alongside the feature you'd like to test and press the **OK** key.

After testing, press the **ESC** key.

The Options menu will return;

```
Options                ▼
     System Opt
     Power Mng
   ► Comm Opt
```

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Continue pressing the **ESC** key until you return to the Start-Up window.

```
Menu                    ▼
   User Manage
 ► Options
   PenDrive Mng
```

Press **ESC**

```
   Welcome    Check-In
      HH:MM
   MM/DD/YY   DAY
```
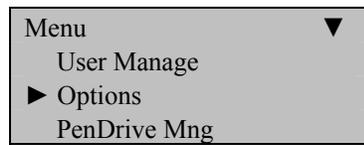
Note:
    The actual current date/time will appear.

PenDrive (Flash Drive) Management

Note:

> This feature allows you to manually upload and download data (i.e. templates, attendance records/transaction logs and pictures/images) between the F4 Vista and the USB PenDrive/flash drive.

Download Attlog/Record

> Copies attendance records/audit logs <u>from</u> the F4 Vista <u>to</u> the PenDrive.

Download User

> Copies users' info (inc. templates) <u>from</u> the F4 Vista <u>to</u> the PenDrive.

Upload User

> Copies users' info <u>from</u> the PenDrive <u>to</u> the F4 Vista.

Press the **MENU** key on the F4 Vista.

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Scroll with the ▲/▼ keys and place the cursor (▶) alongside PenDrive Mng

```
Menu                          ▼
     User Manage
     Options
  ▶ PenDrive Mng
```
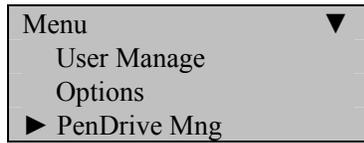
Press the OK key.

The PenDrive Mng Menu will appear;

```
PenDrive Mng
  ▶ DwnLoad AttLog
     DwnLoad User
     Upload User
```
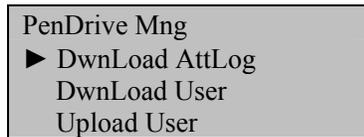
Scroll with the ▲/▼ keys and place the cursor (▶) alongside the desired PenDrive option.

Be sure the USB PenDrive (flash drive) is inserted in the USB port of the F4 Vista.

Press the **OK** key.

The F4 Vista will prompt;

```
Plug Pen Drive?
```

Follow the prompts to upload/download data.

The following files are copied to the PenDrive:
- **X_attlog.dat** (attendance log)
- **X_oplog.dat** (management log)
- **X_user** (User info including templates**)**

Note:

The "x" represents the machine number of the F4 Vista where the data originated.

System Information

This menu allows you to review various systems on the F4 Vista;

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

Press the **MENU** key on the F4 Vista.

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

```
Menu                          ▼
    User Manage
    Options
    PenDrive Mng
  ► Sys Info
```
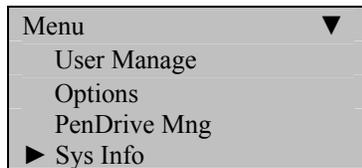
Press the **OK** key.

The Sys Info screen will appear;

```
Sys Info                      ▲
                              ▼
  ► User Cnt              1
    FP Cnt                 1
    Att Log               12
    Admin Cnt              1
    Pwd Usr                1
    S Logs               116
    Free Space Info
    Dev info
```
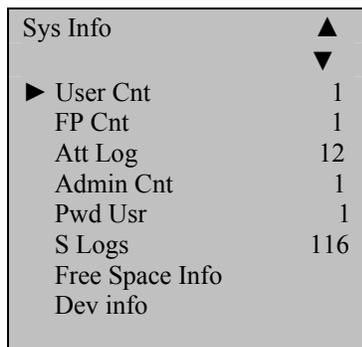
Scroll with the ▲/▼ keys and place the cursor (►) alongside the system information you'd like to review, and then press the **OK** key.

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After reviewing, press the **ESC** key.

The Options menu will return;

```
Options                  ▼
    System Opt
    Power Mng
 ► Comm Opt
```

Continue pressing the **ESC** key until you return to the Start-Up window.

```
Menu                     ▼
    User Manage
 ► Options
    PenDrive Mng
```

Press **ESC**

```
   Welcome    Check-In
      HH:MM
   MM/DD/YY   DAY
```
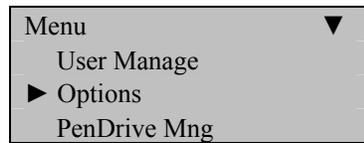
Note:
    The actual current date/time will appear.

Maintenance

Cleaning

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

The following is a suggested guide:

Item	Cleaning Frequency
Keypad and display window	Clean when visibly dirty and hard to read.
Optical platen	Do not over clean. The platen is designed to work under greasy or dirty conditions. However, do clean if the platen is obscured or if users report deteriorating performance. See cleaning the Optical Platen below.

Cleaning the Keypad and Display

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

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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.