

To get access into ETR system: (Only Admins and Enrollers NOT users)
Press **Menu** button of the ETR device

1



2 User management

Press “OK” on default selection of “User” icon. Then it will appear the following screen.

“New User” => for enrolling or registering new employees

“Manage” => for modifying the enrolled employee details.

The user’s basic information on fingerprint sensor includes fingerprint, password and management access. Therefore the operations include “add, delete, check, modify and so on” can be done on fingerprint sensor.



2.1 Add user

Firstly, enroll employee’s fingerprint or password in the ETR.

Enter **add user** interface on “New User” icon then following screen appears.



ID No : Fingerprint Code (by default it starts with 1)

Name: use T9 input to input employee's name.

Fingerprint: enroll employee's fingerprint. Ten fingerprints can be enrolled at most.

The employee with fingerprint enrolled can use the same finger to record attendance.

Access or Purview : allocate user access as Enroller/Registrar to operate **menu**, otherwise default Normal user. Normal users can only use fingerprint to record attendance.

The Following is the flow for adding a new user.

Input Fingerprint code:

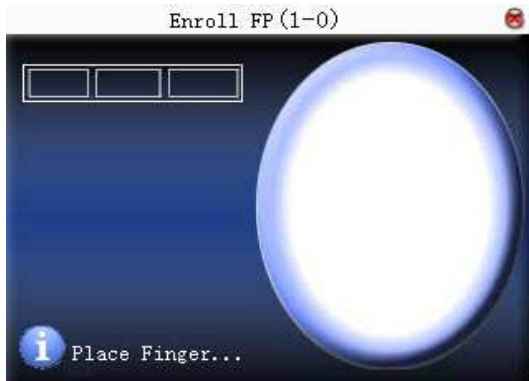
- 1) Input Fingerprint Code from the series allocated by MCSAR
- 2) Press “←” to delete any digit of the fingerprint code. Input fingerprint code from keyboard. If the input code is wrong, press “←” to delete and input it again.

Input name:

Use T9 input to input employee's name, to activate English letters key pad, press “*” button.

Press **OK** or **▲/▼** to select “enroll fingerprint”, then press **OK** to start fingerprint.

Enroll fingerprint



Press finger according to device’s prompt. Press the finger, three times in the proper way.

If one fingerprint is enrolled successfully, press **OK** to continue another finger.

Set access

Press **▲/▼** to select “Access/Purview” box and press **◀/▶** to select access.

Save/exit user enrollment

Make sure that the enrolled information is correct, and then save it.

- 1) Press **menu** or **▲/▼** to select “**complete** (⏏/⏏)” and press **OK**, and the device will prompt “saved successfully ! Continue?”. If you want to continue, press **OK**, or press “**ESC**”.
- 2) Press “**ESC**” or **▲/▼** to select “**return (ESC)**” and then press **OK**, and the device will prompt “data has been changed. Are

you sure to save?”. If you want to save it, press **OK** and return to the last menu. Or press “**ESC**” to return the last menu.

2.2 Manage user

All users’ information saved in the current device can be queried in **manage user**, including user name, fingerprint count, whether to enroll password, user attendance record and so on. Editing or deleting user can also be done here.

AC. NO	Name	FP	PWD
1		2	
2		2	🔑
🔒 3		1	
10001		2	
20001		0	
20002		1	
20003		2	🔑
20004		0	🔑

PageUp: * PageDown: # Edit: OK Func: M/←



Notice: 1) 🔒 means this employee is the administrator. 🔑 means password has been enrolled.

Press **menu** on the above interface, and the operating menu will pop out:

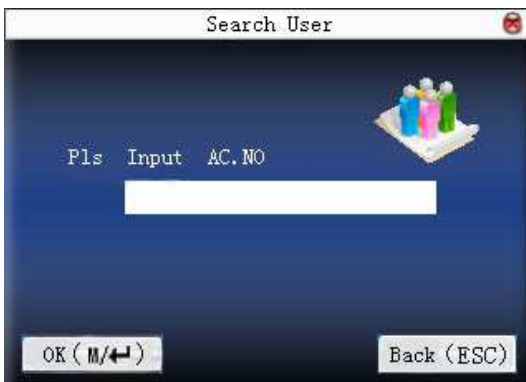


Press ▲/▼ to select the item.

2.2.1 Search user

If many users are enrolled, in order to find an employee quickly, it is provided to enter fingerprint code for searching the employee.

Press **menu** on **manage user** interface to get various operations menu. Select “Search user” and press “OK” button to get the following screen.



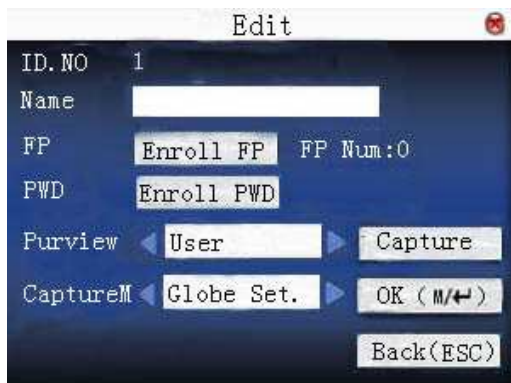
Then Input fingerprint code of employee to be queried. Press **OK**,

after successful query, the blue cursor will point to the employee. If there is no such employee, “no enrolled data” will appear.

2.2.2 Edit user

Edit user information saved in the device. For example, the earlier enrolled fingerprints are unusable, enter “edit user” to re-enroll fingerprint.

Use ▲/▼ or **query user** on **manage user** interface to select employee to be edited. Then press **menu** to select “edit” or press **shortcut** to verify it, and all enrolled information can be displayed on the device:



Fingerprint code cannot be modified. The operation is similar to that of **add user**. Fingerprint can be re-enrolled. The access can also be modified.

Save edition/exit edition

- 1) Press **menu** or ▲/▼ to select “**complete** M/↵)”, press **OK**, save edition and return to **manage user** interface.
- 2) Press “**ESC**” or ▲/▼ to select “**return (ESC)**” and then press

OK, and the device will prompt “data has been changed. Are you sure to save?”. If you want to save it, press **OK** and return to the last menu. Or press “**ESC**” to return the last menu.

2.2.3 Delete user

“Del user” is to delete employee’s partial information or all information from the device. It is used when the following states happen:

- 1) when employee’s fingerprint or password is not needed any more.
- 2) when employee leaves the position.

Press **▲/▼** on **manage user** interface or use **query user** to select the employee to be edited. Click **menu** to get operating menu, and then select “delete user”.

Delete user



If the user has no fingerprint or password, the corresponding item is blue and cannot be operated. Press **▲/▼** to select the item to be operated. Press **OK** to pop out dialog box and verify whether to delete

this item or not. Then the device will give corresponding prompt. Press “**ESC**” to return to **manage user** page.

2.2.4 Add user

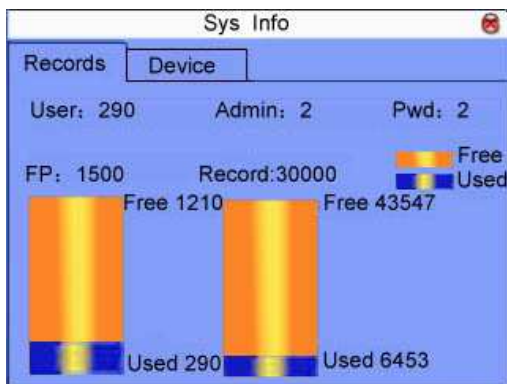
In order to add user conveniently for operator, **add user** is configured here. The function is the same as that of 1.1.add user.

3 System information

Use **system information** to check the current device’s saving status, its version information and so on.

3.1 Record capacity

Display the count of enrolled user, administrator and password enrollment and the capacity of fingerprint, the enrolled fingerprint, attendance record and the current saved attendance record in the form of diagram, as shown below:



3.2 Device information

Display device name, serial number, version information, manufacturer and manufacture date in device information for check:

