

### MANIPULATING EMPLOYEES ON A BIOSTATION TERMINAL

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

#### ADDING AN EMPLOYEE AT THE BIOSTATION TERMINAL (Fingerprint Only)

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

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

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

Repeat the above steps again with the 2<sup>nd</sup> finger to be enrolled.

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

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

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

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

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

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

Repeat the above steps again with the 2<sup>nd</sup> finger to be enrolled.

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

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

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

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

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

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

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

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

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

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

### DELETING AN EMPLOYEE AT THE BIOSTATION TERMINAL

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

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

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

With the correct employee selected:

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