

BioLite Net – Enrol a User for Clocking with Card Only or User ID + PIN

This guide provides the basic procedures on how to enrol a user on a Suprema BioLite Net terminal to use a card only or User ID + PIN for clocking or access control. This would normally only be used when a user cannot register their fingerprint for clocking.

Two steps are required to enrol a user for clocking with card only or User ID + PIN:

- Enrol User
- Edit User

Please note that this will allow a user to clock on or enter an access controlled area without using biometric information. This method of enrolment may also allow another person used as a “dummy finger” to clock on / obtain access using the enrolled user’s ID. This could lead to fraudulent clockings or unauthorised access if misused.

Alternatively, the user can be enrolled through the Biostar software (see software manual for instructions). A “dummy finger” will not be required in these circumstances.

Function	Procedure
<p>Enrol User</p>	<p>Press the Menu button. Either:</p> <ul style="list-style-type: none"> • Place the Administrator’s Finger • Enter the Administrator’s ID and Enter followed by their finger or PIN and Enter <p>Screen displays User – press OK. Screen displays Enroll – press OK. Screen displays Enter ID – enter user’s ID and press OK. Screen displays Device – press OK. Screen displays Card Not Use – press >. Screen displays Read Card – press OK. Screen displays Place the card – present the card to the terminal Screen displays card number then Level General – press OK (or press > then OK for enrolling an Administrator) Screen displays Place finger – <i>if the user being enrolled is able to enrol their finger then they should follow the instructions to do so. If this is not possible then another person should act as a “fingerprint dummy” and register fingers THAT THEY DO NOT USE FOR CLOCKING THEMSELVES.</i> Screen briefly displays Completed!</p>

<p>Edit User to use Card only</p>	<p>Screen displays Enroll – press >. Screen displays Edit – press OK. Screen displays Enter ID / Finger – enter the user’s ID and press OK. Screen displays Item Level – press >. Screen displays Item Operation Mode – press OK. Screen displays Operation Mode Per Device – press > repeatedly until Card Only is displayed Press OK. Screen displays Item Operation Mode – press ESC three times to return to normal clocking mode.</p>
<p>Edit User to use User ID + PIN only</p>	<p>Screen displays Enroll – press >. Screen displays Edit – press OK. Screen displays Enter ID / Finger – enter the user’s ID and press OK. Screen displays Item Level – press >. Screen displays Item Operation Mode – press OK. Screen displays Operation Mode Per Device – press > repeatedly until PIN Only is displayed Press OK. Enter desired PIN 4 to 8 digits long. Press OK. Screen displays Item Operation Mode – press ESC three times to return to normal clocking mode.</p>

To clock using a Card::

- When clock shows “BioLite Net” present card.

To clock sing an ID + PIN:

- When clock shows “BioLite Net” enter User ID and Enter.
- When clock prompts “Enter PIN” enter PIN.