



FR700



QUICK START GUIDE

READ THIS FIRST



www.lathem.com

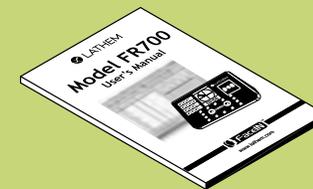
1

Verify Contents

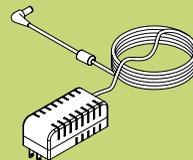
Verify the contents of your system and make sure your computer meets the minimum system requirements.



FaceIN FR700 Terminal



FaceIN User Guide



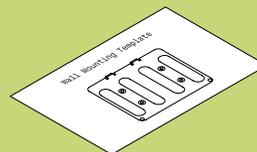
Power Adapter



PayClock Software CD



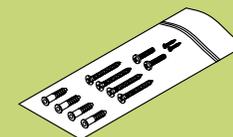
Ethernet cable



Mounting Diagram



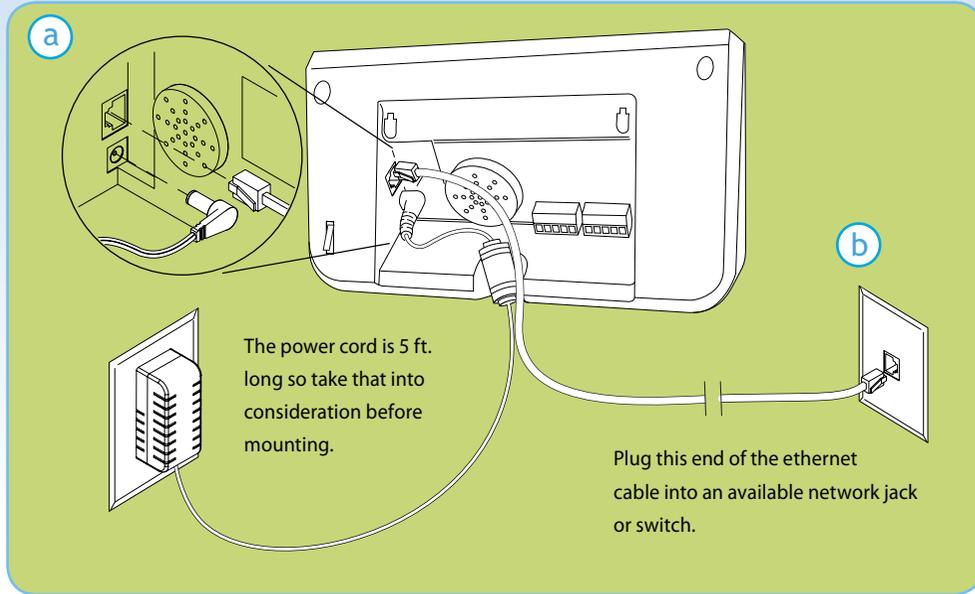
Mounting Bracket



Mounting Hardware

2

Connect Power And Ethernet



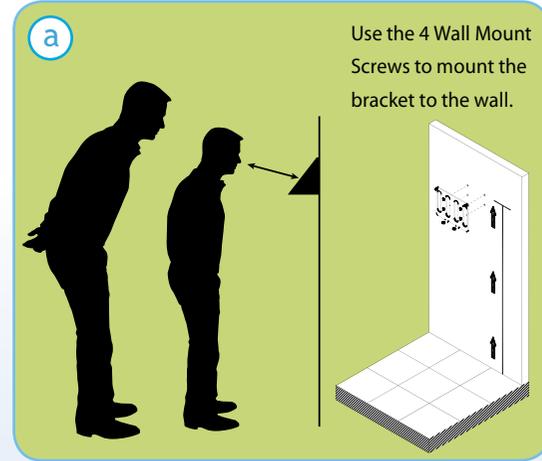
- a. Plug the RJ45 network cable into the Ethernet port and the Power Adapter plug into the Power Adapter port which is located in the compartment on back of the terminal.
- b. Plug the other end of the network cable into an available network jack or switch.



No Ethernet? Transfer data back and forth between this unit and the software using a standard USB thumb drive, eliminating the need for an Ethernet connection. **See Appendix A** in the User's Guide for instructions.

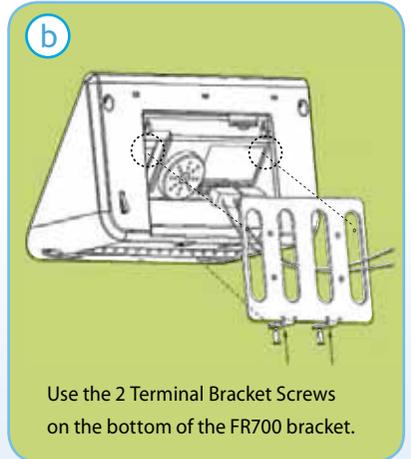
3

Mount On Wall



Mount the FaceIN terminal by choosing your "shortest" employee and have them stand in front of the FR700 device. Hold the device on the wall so that this employee can comfortably center their face in the LCD display window. Mark the height of the FR700 on the wall.

NOTE: taller employees can easily adjust their stance to center their face in the LCD display window. For detailed wall mounting instructions please refer to the User's Guide.

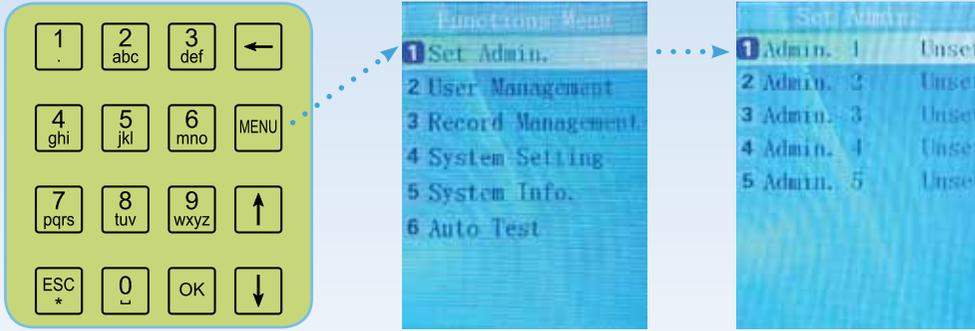


Align the FaceIN terminal with the pins on the mounting-plate and secure the two together with the 2 Phillips head screws. Be careful not to pinch the AC cord. When finished, plug the Power Adapter into an AC wall outlet.

4

Enroll An Administrator

NOTE: An Administrator is required to enroll employees or change device settings. You can enroll up to five (5) Administrators. Use keypad to navigate through screens.

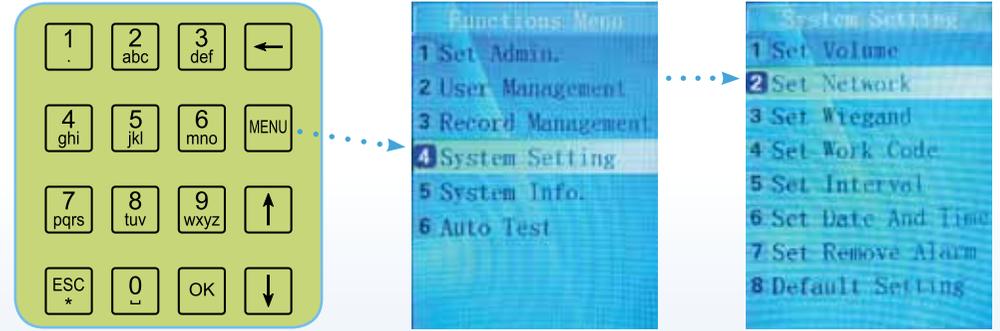


- When the FaceIN FR700 is powered up and at the home screen, **press the  key.**
- After pressing the MENU key, the Functions Menu will open. **Press the  key** on the keypad to start the Admin Enrollment process.
- You will be prompted to enroll your face as the Administrator of the device. **Please review Face Enrollment Tips section (on the back) of this guide.**
- Press the  key** on the keypad to select Admin 1 and begin the Face Enrollment process.
- When Face Enrollment is complete, the display will ask you if you want to set the Administrator as a User. **Press the  key** on the keypad to bypass this setting.
- A successful registration confirmation screen will appear, and after 2 seconds, it will default to the **Set Admin screen.**
- Enter additional Administrators as necessary at this time by repeating the steps above.
- When complete, **press the  key** multiple times to return to the main default screen.

5

Configure Network Settings

After you have successfully enrolled the Administrator, you will have access to the device configuration settings.



- From the main home screen, **press the  key.** The Administrator must present their face for verification.
- The main Functions Menu screen will appear.
- Press the  key** on the keypad.
- The System Setting Menu screen will appear.
- Press the  key** on the keypad to access the Set Network Menu.
- Using the keypad, enter the network configuration settings provided by your Network Administrator. Record the settings for future reference. **Note:** If your computer is not connected to a Local Area Network, and is operating as a stand alone terminal no IP address, Subnet mask or Gateway is needed (as discussed in Step 2 - No Ethernet, Use USB Thumb Drive). But if you would like to update the FR700 with your employees before mounting it and setting it up as a stand alone terminal you must connect the FR700 Terminal to your computer using the included Ethernet cable and use an available IP address, Subnet Mask and Gateway to update the terminal using the PayClock Software.
- Press the  key** to save your settings.
- After successfully saving your network configuration settings the terminal will automatically restart.

6

Install Software

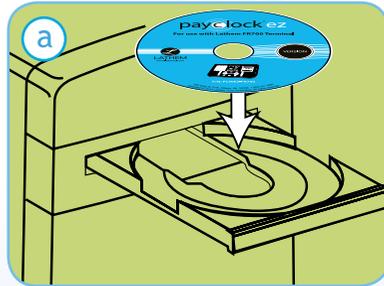
- a. **Important** - Make sure your screen saver is not showing before inserting the installation CD's.

Install the **PayClock EZ Software**. (For more detailed instructions see User's Guide). When the Windows .Net Framework is installing **DO NOT** click Cancel on the "Download and Install Programs" window. If you click Cancel the installation will not complete.

If your computer has more than one network adapter (NIC) installed, select the adapter you wish to use from the window that displays. If you are unsure which adapter to select contact your Network Administrator. Click Finish after selecting the adapter from the list.

Vista / Windows 7 Note: After rebooting you may see "Windows Security Alert" messages related to PayClock, click **Unblock** and on the User Account Control message click **Continue**.

- b. **Open PayClock** - Open the PayClock EZ software by clicking on the PayClock Icon. The default password is lathem. (For more detailed instructions see User's Guide.)



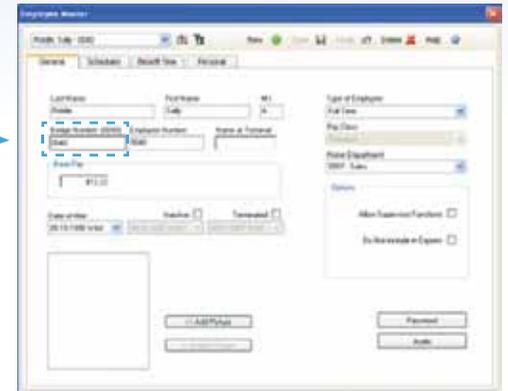
7

Add Employees In Software

- a. **Add Employees** - The Employee button is used to maintain the employees in the PayClock software. This will include adding, editing and terminating employees. (For more detailed instructions see User's Guide).



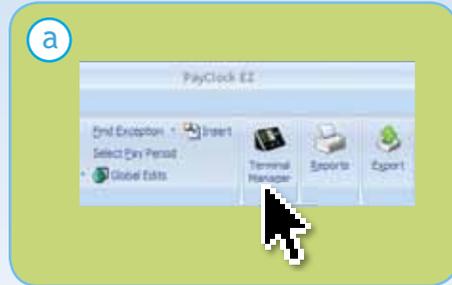
- b. **Employee Badge Number** - The **Badge Number** you enter in the PayClock software **must match** the **User No.** at the FR700 terminal. The software uses these numbers to identify which punches go with which employee. Record the Badge Number you enter for each employee for use when enrolling employee faces in the FR700, as shown in Step 9.



8

Setup Software Connection

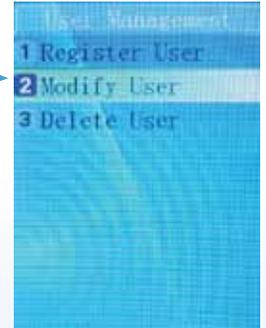
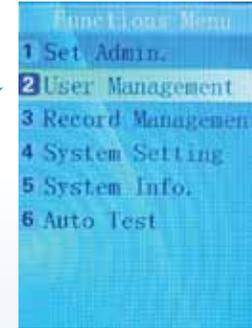
- Open your PayClock Software on your computer. From the Ribbon Bar, click on **"Terminal Manager"** from the top panel. The FR700 Terminal Manager window will open.
- Click on **"Add Terminal"** from the Ribbon Bar; a blank terminal template will display.
- Type in the name or location identifier that you want to use to identify the FR700 terminal in the text box next to Nickname.
- In the IP Address box **enter the IP Address** you entered into the FR700 and then **click Save**.
- Click the **"Test Connection"** button to verify the communications between the PayClock software and the FR700 terminal. A confirmation screen will pop up, **click OK** to continue.
- Select the **"Settings Tab"** and click the **"Set"** button to send the time / date to the terminal. A confirmation screen will pop up, **click OK** to continue.
- Click on the **"Update Selected Terminal"** key in the Ribbon Bar. This will send your employee data to the FR700 device. A confirmation screen will pop up, **click OK** to continue.
- Close the FR700 Terminal Manager by **clicking on the red and white X** in the upper right corner.



9

Enroll Employee Faces

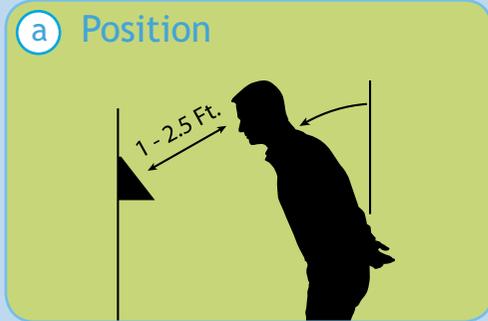
Once you have successfully updated the FaceIN FR700 with your employees, you can begin enrolling employee faces.



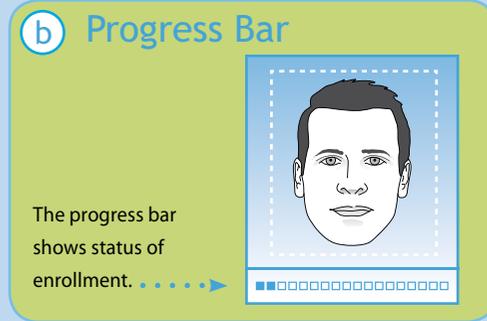
- From the main home screen, **press the**  **key**. The Administrator must present their face.
- Press the**  **key** on the keypad to access the User Management Menu.
- Press the**  **key** on the keypad to Modify User.
- Enter the Badge Number of the employee you want to enroll and **press the**  **key**.
- Their name will be displayed, **press the**  **key**.
- Press the**  **key** to select **Face** as the verify method.
- Enroll the employees face using the Face Enrollment Tips provided.**
- When "Permit Open Door" is displayed **press the**  **key**.
- When "Permit Attendance" is displayed **press the**  **key**.
- Complete these steps until all employees are enrolled.
- Once all employees are enrolled **press the**  **key** multiple times to return to the home screen and begin clocking employees in.

Face Enrollment Tips

Keep your eyes centered on the screen at all times during enrollment. Try to keep a solid green box around your face by following steps below.

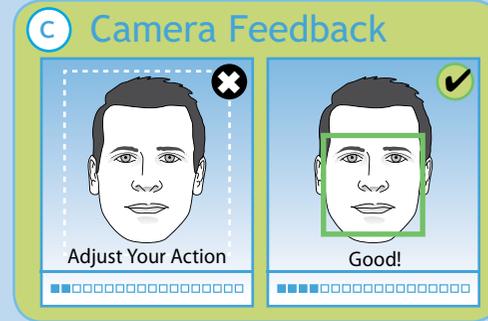


Position yourself and bend at the waist to bring your face 1- 2.5 ft. from the screen on the terminal.

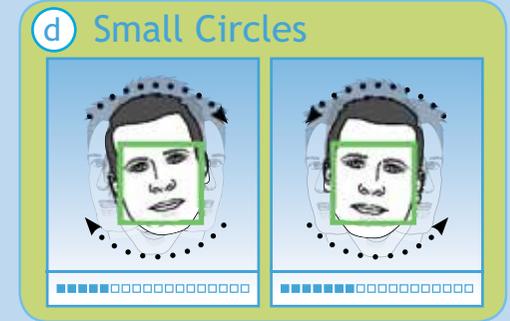


The progress bar shows status of enrollment. ▶

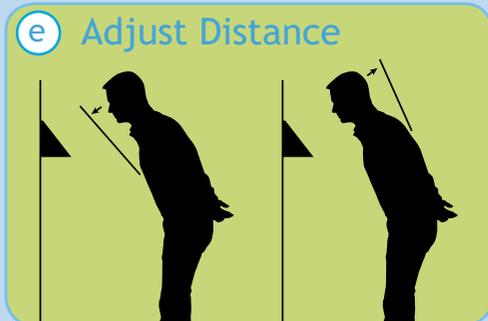
The line of squares at the bottom of the screen indicate how much data is needed to complete enrollment.



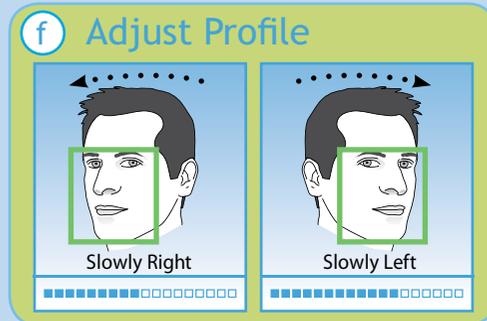
The white dashed box is preparing to locate points. Identification images will only be taken when the green box appears around your face.



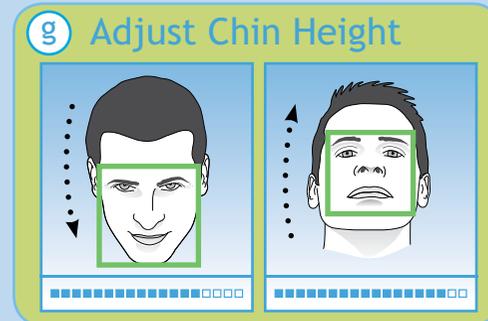
Slowly make an imaginary circle with your nose. Two small circles to the right and two to the left while **keeping eyes centered on the screen**.



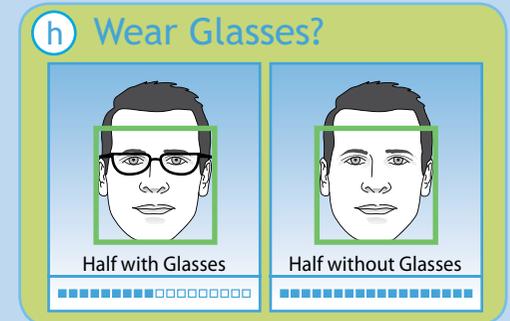
Slowly move your face closer until white-dashed frame appears and then move away until white-dashed frame appears.



Slowly turn your head fully to the right, and then fully to the left, all while keeping your eyes centered on the screen.



Tilt head down slightly (chin lowered) while keeping your eyes on the screen, then tilt head back slightly (chin upward).



If you wear glasses all of the time, or on occasion, you must initially enroll with your glasses on (sunglasses or dark tinted glasses are not allowed). Once the progress bar indicates enrollment is 50% complete, **REMOVE YOUR GLASSES** and complete the enrollment without your glasses on.