

Finger Reader System

Setup

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Introduction

This manual describes how to setup the finger reader system. This icon is found in the Auxiliary menu tabs.



Installing an Enrolling Work Station

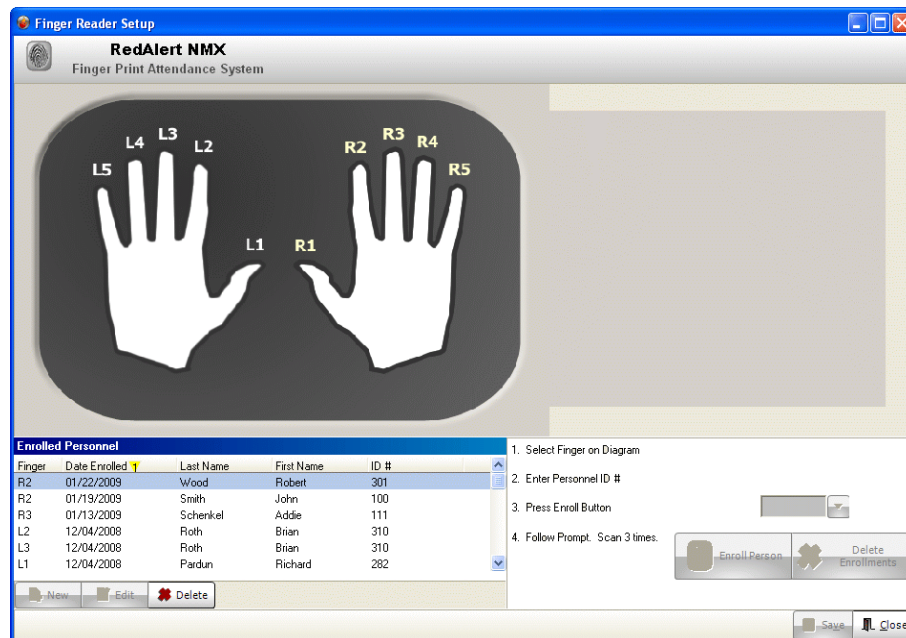
These steps are to install the application on the work station.

1. RedNMX must be installed on the enrolling workstation.
2. Create a sub directory called Finger in the RedNMX directory: Example: C:\RedNMX\Finger
3. Download Finger.exe from the Alpine Software download Site: www.alpinesoftware.com/download
Username: download Password: 1324
4. Place Finger.exe in the newly created directory, run it.
5. Plug finger reader device into the an available USB port.

Enrolling Firefighters

Follow these steps to enroll a firefighter.

1. Access the enrollment screen by pressing the Auxiliary tab on the top main menu, then select the drop down arrow on the finger print icon, then click Enroll Personnel.
2. Select which finger to enroll by clicking on a finger number like L2 or R2 (index finger, most popular). Enroll the finger that is most comfortable for the user to place on the reader. Note that multiple fingers can be enrolled.
3. Select the member to enroll from the drop down box located above the Enroll Person and Delete Enrollments buttons.
4. Press the Enroll Personnel button.
5. Enrollee places finger and removes finger three times, as prompted by the system.
6. If successful, you will see the enrollment in the **Enrolled Personnel** list, otherwise try again.
7. Test the enrollment at one of the readers.



Enrollment Tips

The following are tips for enrolling:

- Use the enrollment function to practice signing in.



Good Placement



Bad Placement

These examples show how the finger should be placed on the reader. The user will get used to the feel of the reader. Give them several tries. You can press the delete button to delete a test.

- Up to 10 fingers can be enrolled per person.

Automatic Over-Ride

This section covers personnel that have bad finger prints and are unable to register their print in the system. Follow these steps.

1. Access the personnel management system select the person that you would like to activate the over ride.

The screenshot shows a web-based interface for editing a personnel record. The title bar reads "Personnel Record Edit" and the page header includes "PERSONNEL MANAGEMENT" and "0145 KEVIN KIRSTEIN". The interface is divided into several sections:

- Personnel Summary:** On Roster? Yes, Year of Service 27.14, Age 59.
- General:** Last Name: KIRSTEIN, First: KEVIN, Middle: M, Address: 301 White Heron Court, City: Ocean City, State: MD, Zip: 21842.
- Contact Information:** Home Phone: 410-534-8011, Work Phone: 410-723-6644, Mobile Phone: 443-497-4283, Emergency Phone: 410-713-8675, Notify Name: Corrie Kirsten.
- Department Information:** EDD Date: 02/14/1984, Years of Service: 27.14, Type: Volunteer, Status: 0145, Rank: Assistant Chief, and a checked "Include in Usage?" option.

At the bottom, there are buttons for "New", "Find", "Audit", "Print", "Save", and "Close".

2. Enter the ID Number in the Override field.

Note: Because of customization, this field could be in a slightly different place and have a different label.