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BioAxxis® ThumbLock® Audit Trail Software

User Manual

1. Items Included with the BioAxxis® ThumbLock® Audit Trail Software:

- Software CD, including User Manual
- Flash Drive

2. IMPORTANT NOTE:

Prior to setting up the PCMU software, be sure to do the following:

- Set up correct Date/Time settings at the BioAxxis® ThumbLock® (reference ThumbLock® User Manual for details).
- Create Lock ID at the BioAxxis® ThumbLock® (reference ThumbLock® User Manual)

3. Supported Operating Systems:

Win 2000 Service Pack 3, IE6.0 or above, Win 2000 Service Pack 4, Win XP Service Pack 2 and above, Win Server 2003 and Windows Vista

Section 1 Installing the BioAxxis® ThumbLock® AT Software

1a) Insert Audit Trail CD into CD ROM drive

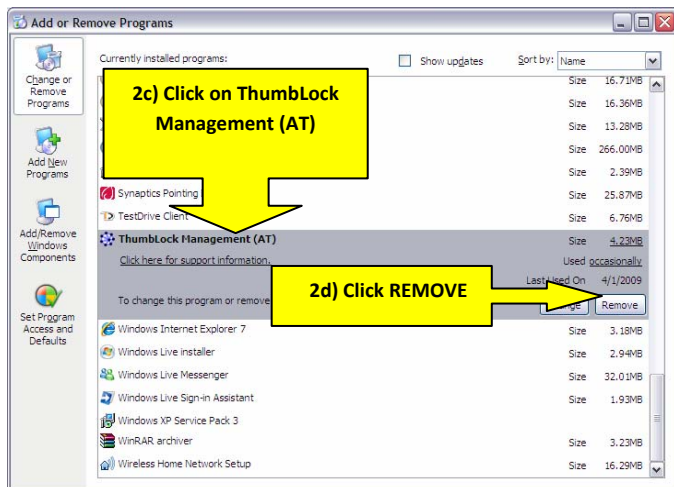
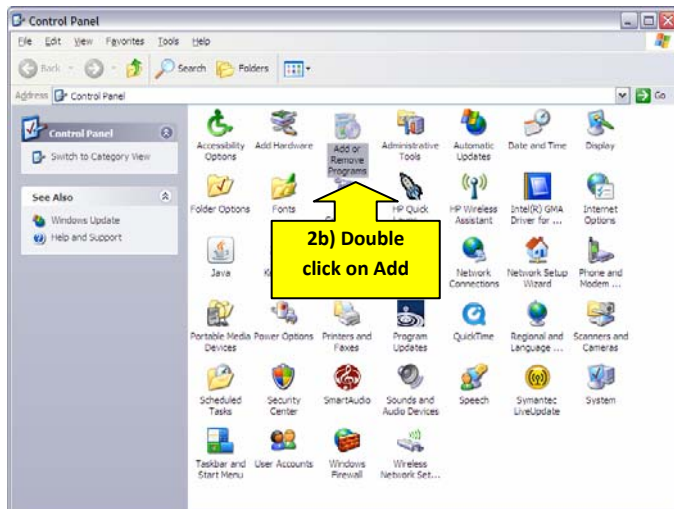
1b) CD should auto-run the .exe file. If it does, then follow the system prompts to install the software. If the auto-run feature does not execute, then use the following steps:

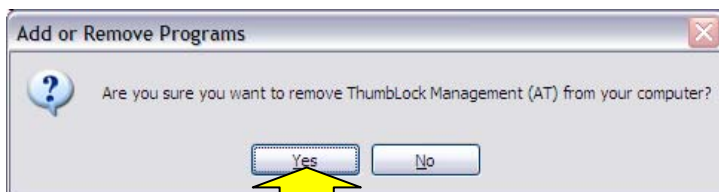
- 1bi) Open your CD drive in My Computer
- 1bii) Double click on the **setup.exe** (installation will now take place, follow system prompts to complete installation)

1c) Once installation is complete, a shortcut named, "**ThumbLock® Management**" will be present on your desktop.

Section 2 Uninstalling the BioAxxis® ThumbLock® AT Software

2a) In the bottom left hand corner of your screen, click **START→CONTROL PANEL**





**2e) If you are sure,
then click YES**

2f) Follow un-install software prompts thru completion. When un-installation is complete the ThumbLock Management shortcut icon on the desktop will be removed.

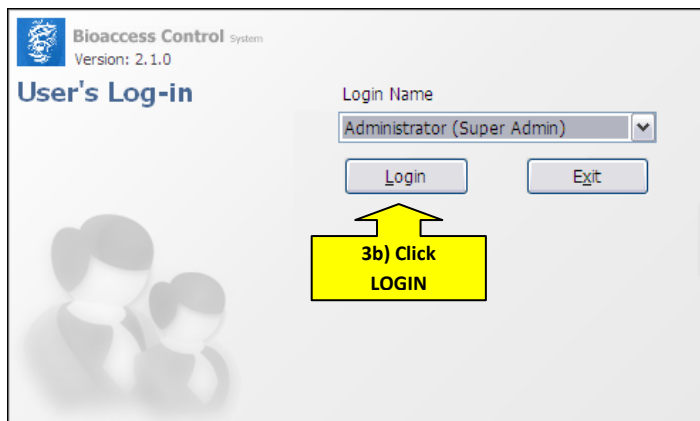
Section 3 Creating/Modifying the Super Administrator and General Administrators

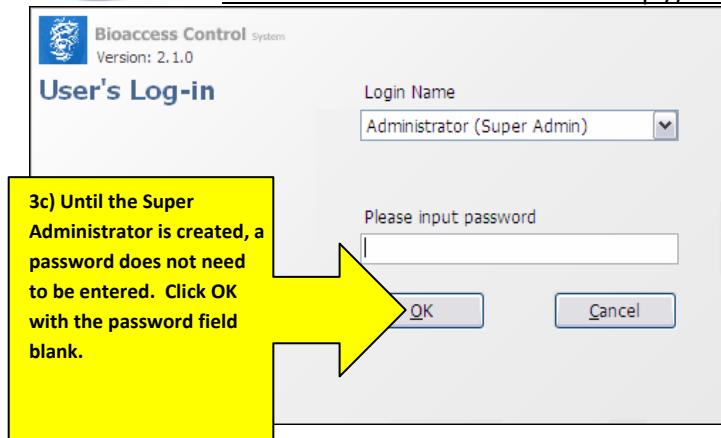
NOTE: Only the Super Administrator can Add and Delete other Administrators as well as perform every other programming function in the AT software. The AT software has one Super Administrator that can be created and multiple General Administrators.

The multiple General Administrators can perform all functions in the AT software, except for changes or deletions of other administrators. However, they can make changes to themselves.

Use the following steps to create the Super Administrator:

3a) Double click on the **ThumbLock Management** shortcut on the desktop.





Bioaccess Control System
Version: 2.1.0

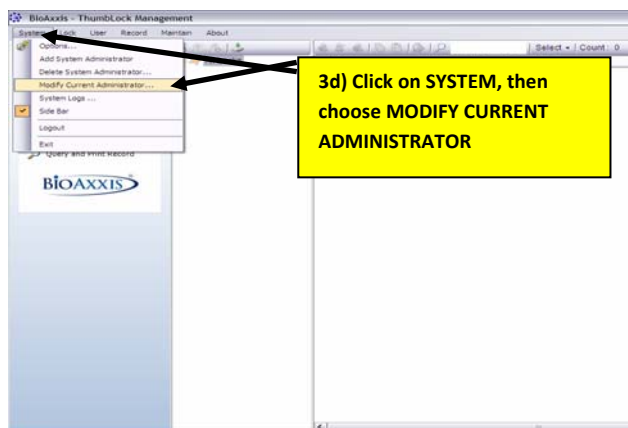
User's Log-in

Login Name
Administrator (Super Admin) ▼

Please input password

OK Cancel

3c) Until the Super Administrator is created, a password does not need to be entered. Click OK with the password field blank.

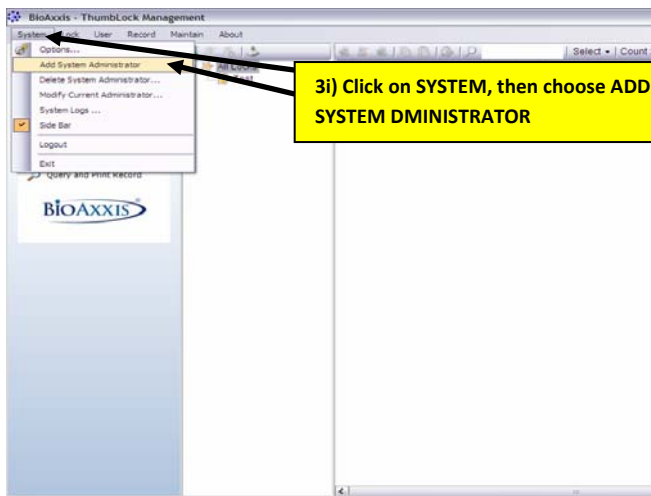


3e) LOGIN NAME can be changed from the default of ADMINISTRATOR to whatever you choose.

3f) Enter the alpha-numeric password you would like. It can be any amount of characters and numbers. Re-enter the same password in the Confirm Password field.

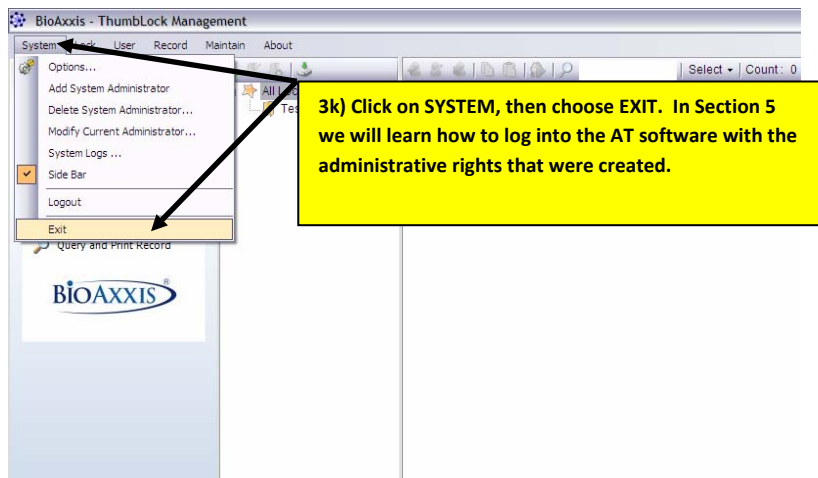
3g) Click OK

3h) The Super Administrator can also create multiple General Administrators. To do this, use the following steps:



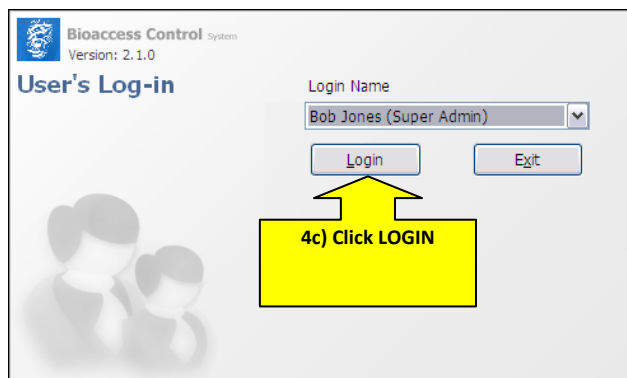
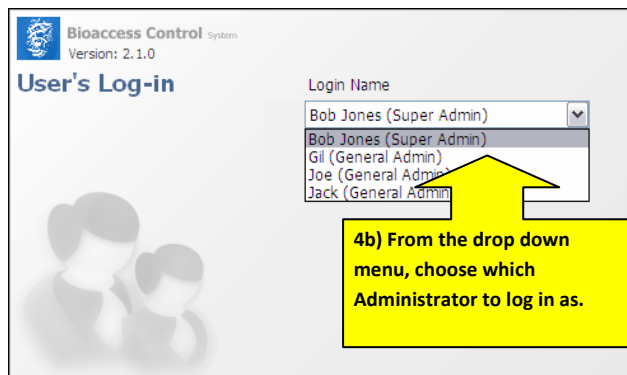
3i) Click on SYSTEM, then choose ADD SYSTEM DMINISTRATOR

3j) **Follow steps 3e to 3g** from this section to add a new General Administrator. Once completed, the Super Administrator can use the same process to add multiple General Administrators.



Section 4 Logging into the BioAxxis® ThumbLock® AT Software (Super and General Administrators)

4a) Double click on the ThumbLock Management icon that is located on your desktop.



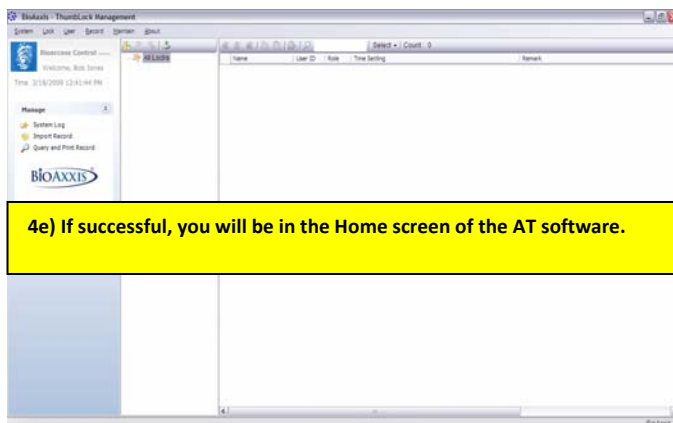
Bioaccess Control System
Version: 2.1.0

User's Log-in

Login Name
Bob Jones (Super Admin)

Please input password

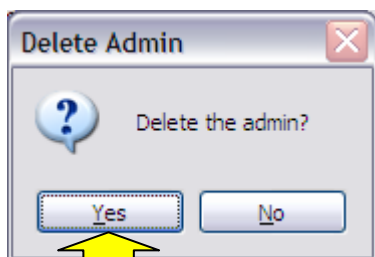
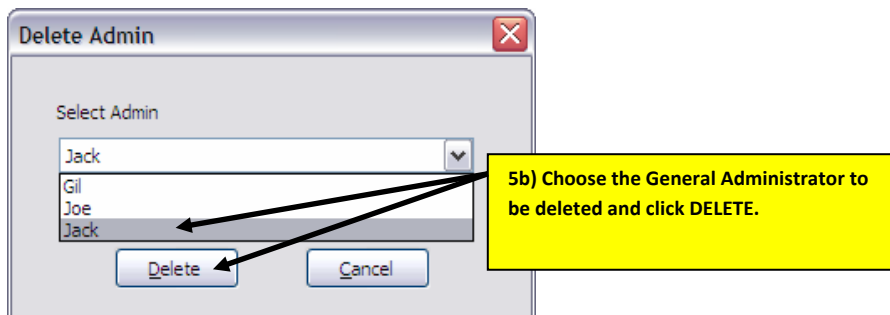
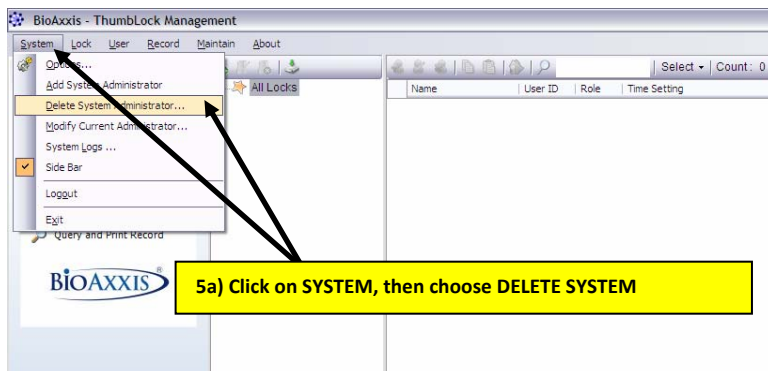
4d) Enter your PASSWORD and click OK.

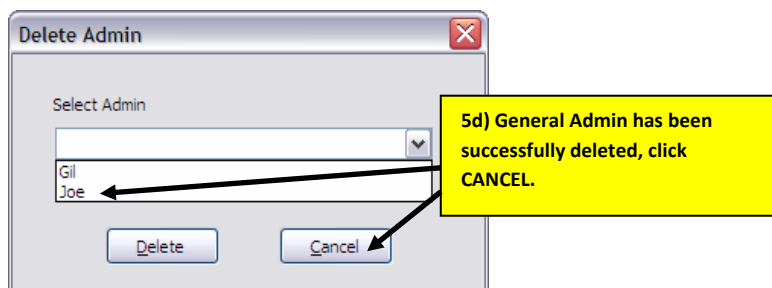


4e) If successful, you will be in the Home screen of the AT software.

Section 5 Deleting General Administrator Accounts

NOTE: Only the Super Administrator can Delete other Administrators, therefore you must be a Super Administrator and logged in as a Super Administrator to perform the following function:



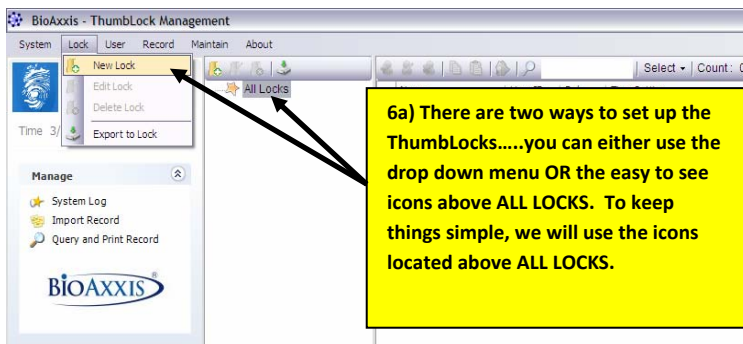


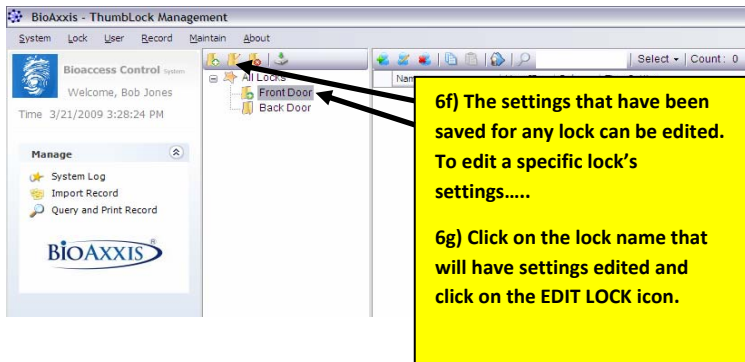
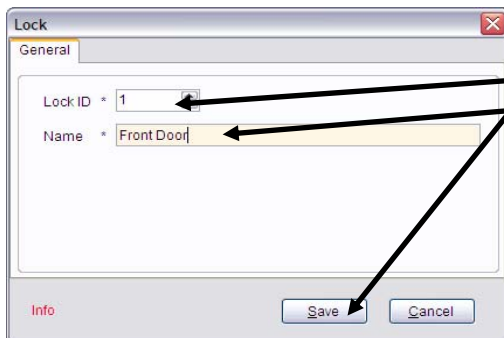
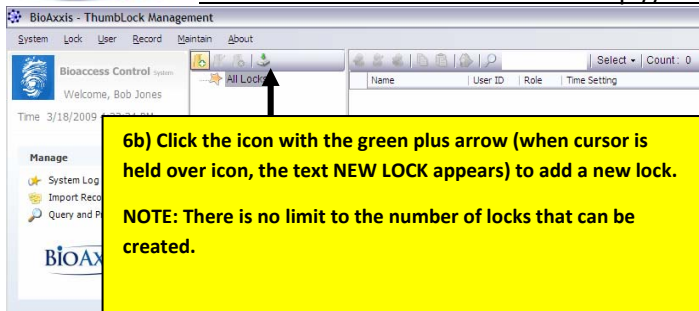
Section 6 Setting up and Modifying Individual/Multiple BioAxxis® ThumbLocks® for Audit Trail Records

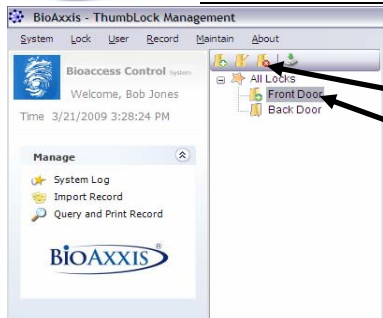
IMPORTANT NOTE:

Prior to setting up the BioAxxis® ThumbLocks® in the AT software, be sure to do the following:

- Set up correct Date/Time settings at the BioAxxis® ThumbLock® (reference ThumbLock User Manual for details).
- Create Lock ID at the BioAxxis® ThumbLock® (reference ThumbLock User Manual).





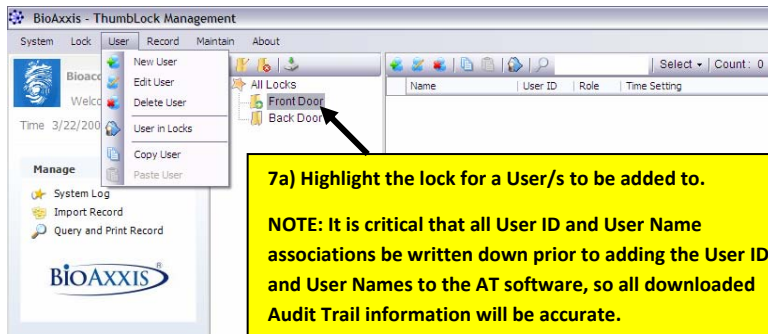


6h) It is possible to delete an individual lock or multiple locks. To delete a specific lock.....

6i) Click on the lock name that will have settings edited and click on the DELETE LOCK icon (with red X).

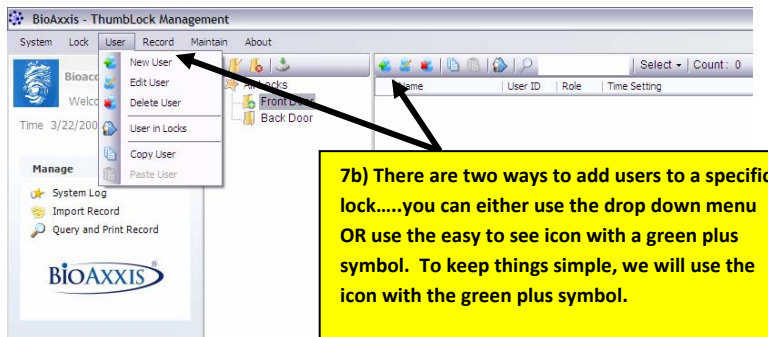
NOTE: Before a lock can be deleted, all users from the specific lock must be deleted first.

Section 7 Adding/Modifying Users at Individual Locks for Audit Trail Association



7a) Highlight the lock for a User/s to be added to.

NOTE: It is critical that all User ID and User Name associations be written down prior to adding the User ID and User Names to the AT software, so all downloaded Audit Trail information will be accurate.



7b) There are two ways to add users to a specific lock.....you can either use the drop down menu OR use the easy to see icon with a green plus symbol. To keep things simple, we will use the icon with the green plus symbol.

User

General

Name * Bill Smith

Remark

ID & Role of the user in current lock

User ID * 001 (Admin:001-003,User:004-999)

Role Admin

☒ Add to all locks

Save Cancel

7c) Enter a NAME to associate to the User.

7d) Enter a 3 digit USER ID.

7e) Click ADD TO ALL LOCKS, if you want this specific USER ID and USER NAME to be added to all locks.

7f) Click SAVE

BioAxxis - ThumbLock Management

System Lock User Record Maintain About

Bioaccess Control System

Welcome, Bob Jones

Time 3/22/2009 4:26:03 PM

Manage

- System Log
- Import Record
- Query and Print Record

All Locks

- Front Door
- Back Door

Name	User ID	Role	Time Setting
Bill Smith	001	Admin	All Dates & Times

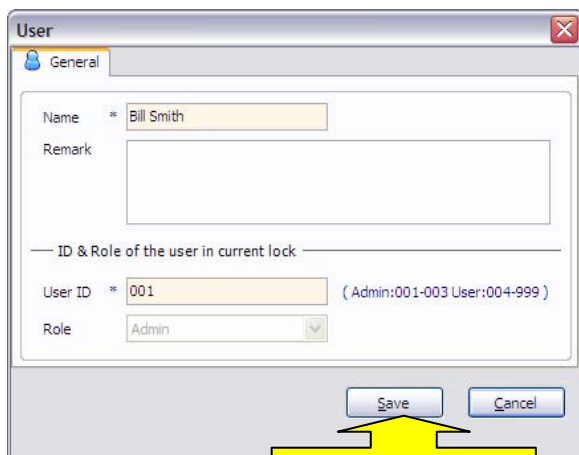
7g) Bill Smith (User ID 001) has now been successfully associated to lock FRONT DOOR (Lock ID 1).

7h) Follow the same process from Section 7 to add additional Users.

7j) Click on the EDIT USER icon (picture of person with pencil going thru it).



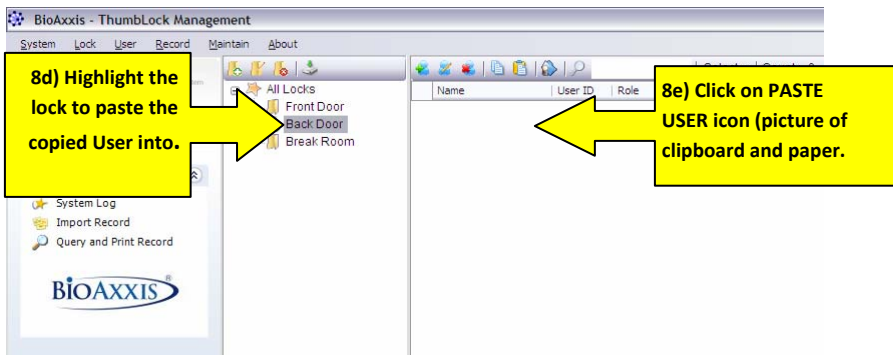
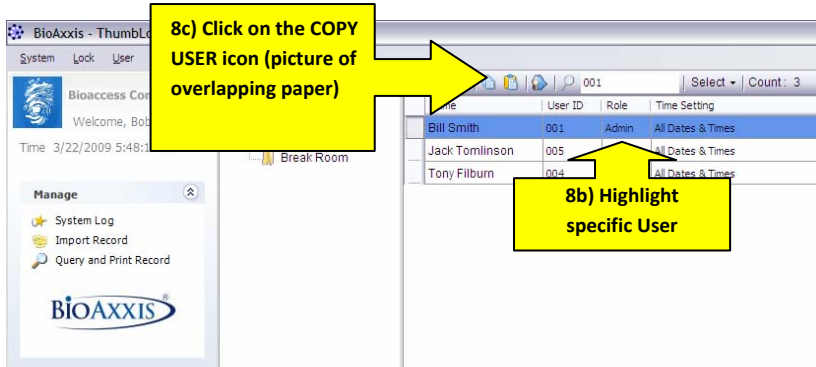
7i) It is also possible to EDIT a User. To do this, highlight the User Name

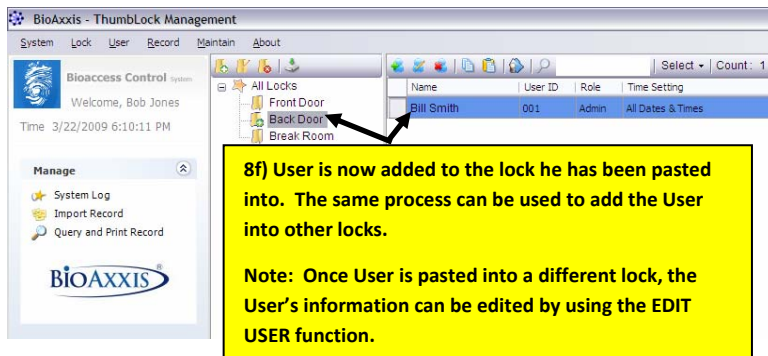


7k) Make changes and click SAVE

Section 8 Assigning User/s to Multiple Locks for Audit Trail Association

8a) To assign an Individual User to Multiple Locks, use the following steps:

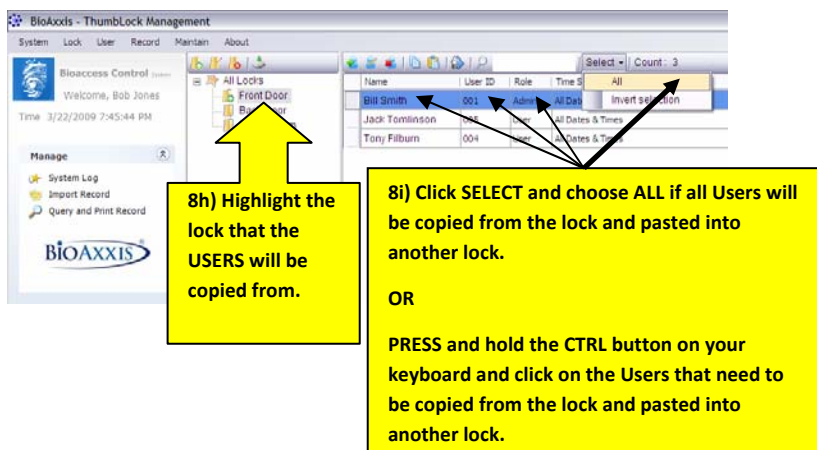




8f) User is now added to the lock he has been pasted into. The same process can be used to add the User into other locks.

Note: Once User is pasted into a different lock, the User's information can be edited by using the EDIT USER function.

8g) To assign Multiple Users to Multiple Locks, use the following steps:

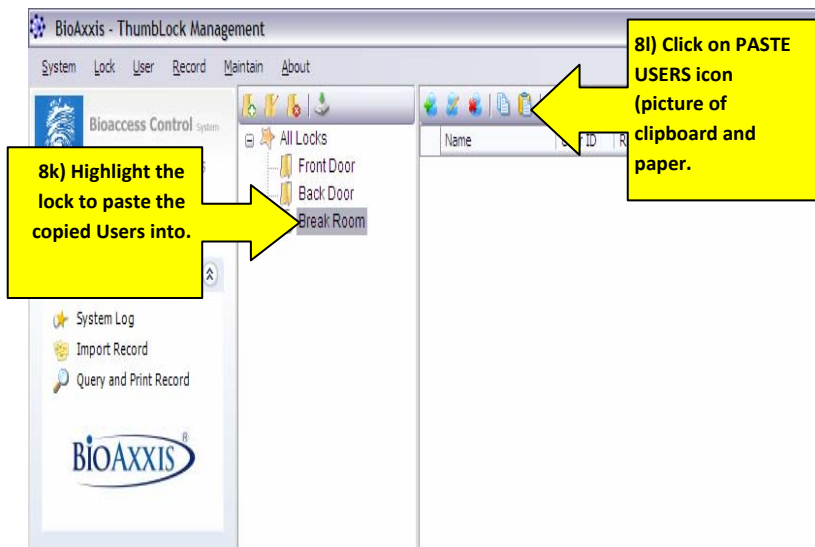
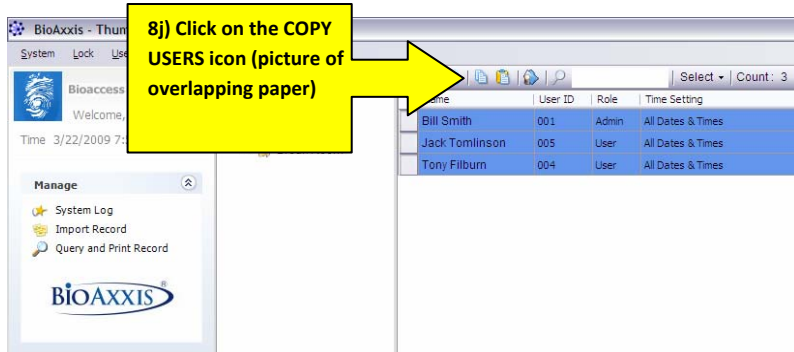


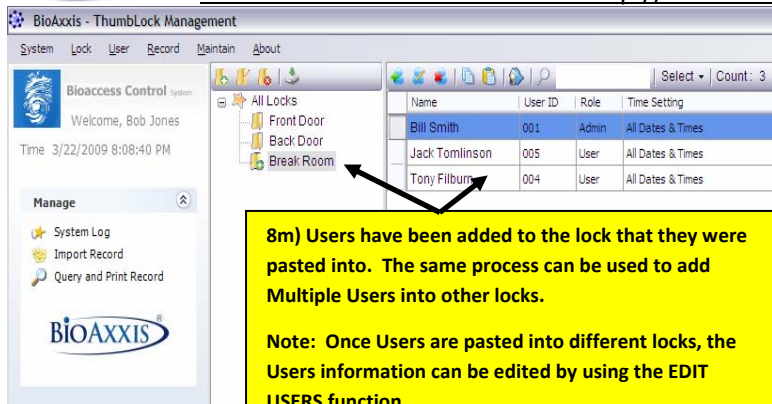
8h) Highlight the lock that the USERS will be copied from.

8i) Click SELECT and choose ALL if all Users will be copied from the lock and pasted into another lock.

OR

PRESS and hold the CTRL button on your keyboard and click on the Users that need to be copied from the lock and pasted into another lock.





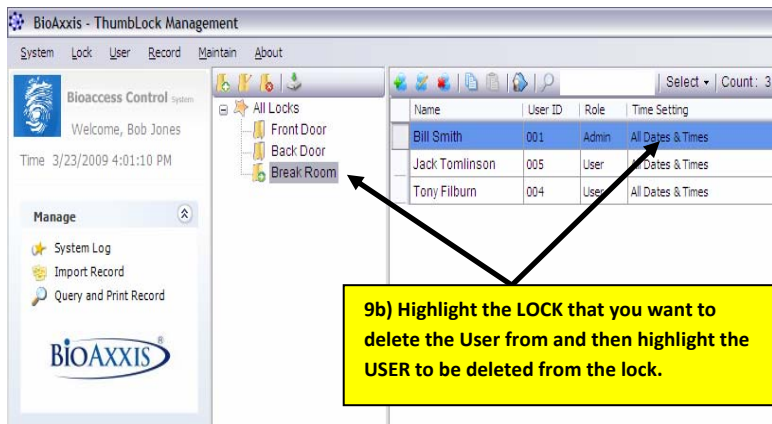
8m) Users have been added to the lock that they were pasted into. The same process can be used to add Multiple Users into other locks.

Note: Once Users are pasted into different locks, the Users information can be edited by using the EDIT USERS function.

Name	User ID	Role	Time Setting
Bill Smith	001	Admin	All Dates & Times
Jack Tomlinson	005	User	All Dates & Times
Tony Filburn	004	User	All Dates & Times

Section 9 Deleting Users from the AT Software

9a) Use the following steps to delete a Single User's association from an Individual Lock:



BioAxxis - ThumbLock Management

System Lock User Record Maintain About

Bioaccess Control System
Welcome, Bob Jones
Time 3/23/2009 4:01:10 PM

Manage

- System Log
- Import Record
- Query and Print Record

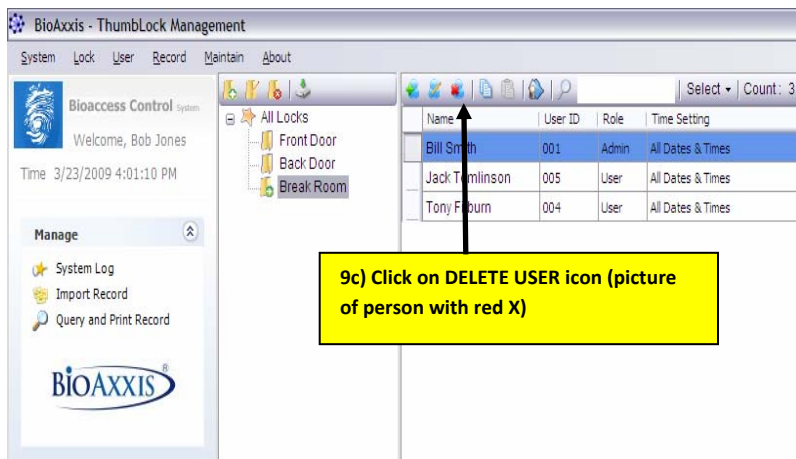
All Locks

- Front Door
- Back Door
- Break Room

Name	User ID	Role	Time Setting
Bill Smith	001	Admin	All Dates & Times
Jack Tomlinson	005	User	All Dates & Times
Tony Filburn	004	User	All Dates & Times

Select | Count: 3

9b) Highlight the LOCK that you want to delete the User from and then highlight the USER to be deleted from the lock.



BioAxxis - ThumbLock Management

System Lock User Record Maintain About

Bioaccess Control System
Welcome, Bob Jones
Time 3/23/2009 4:01:10 PM

Manage

- System Log
- Import Record
- Query and Print Record

All Locks

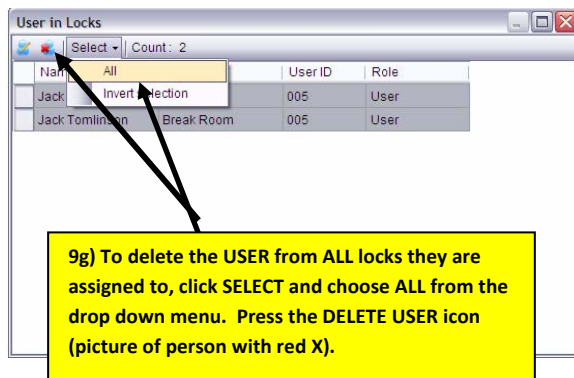
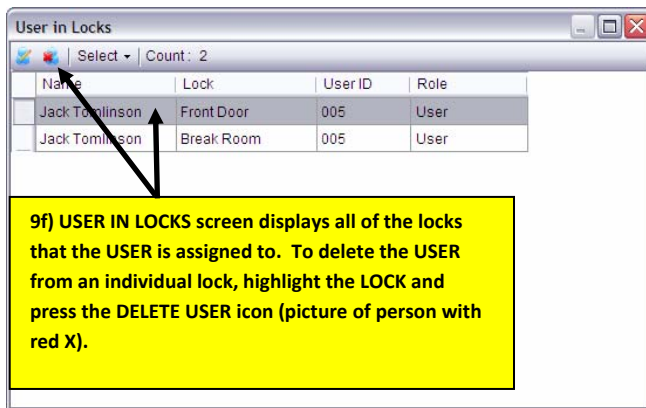
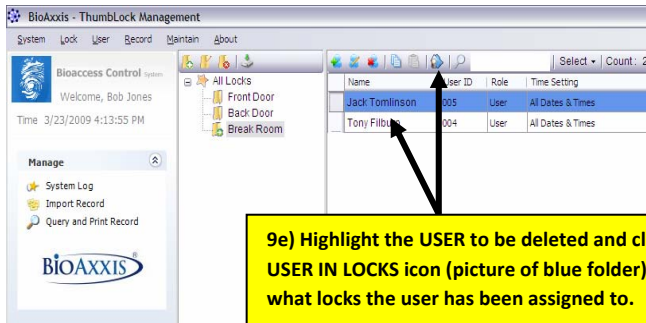
- Front Door
- Back Door
- Break Room

Name	User ID	Role	Time Setting
Bill Smith	001	Admin	All Dates & Times
Jack Tomlinson	005	User	All Dates & Times
Tony Filburn	004	User	All Dates & Times

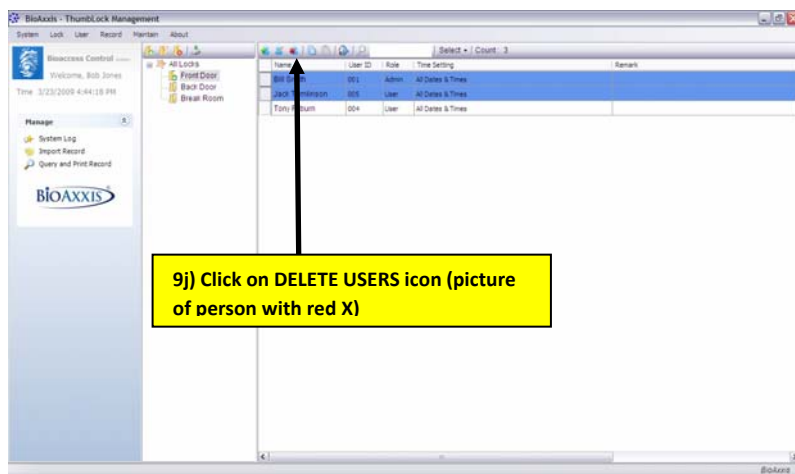
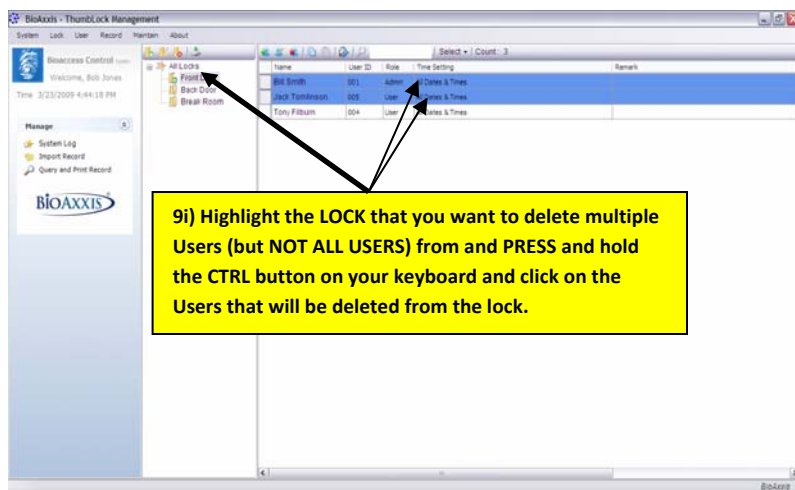
Select | Count: 3

9c) Click on DELETE USER icon (picture of person with red X)

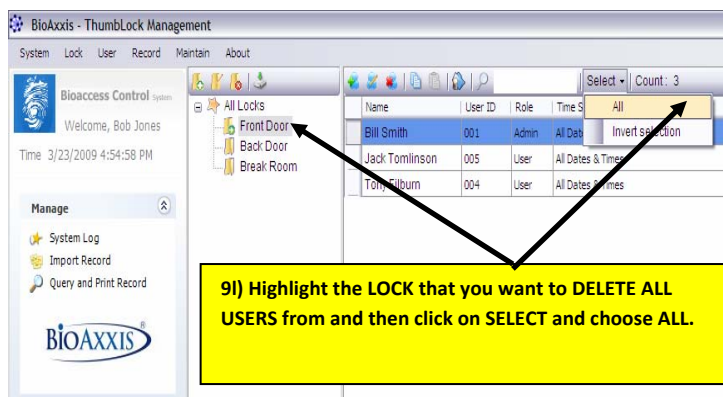
9d) Use the following steps to delete a Single User from Multiple Locks:



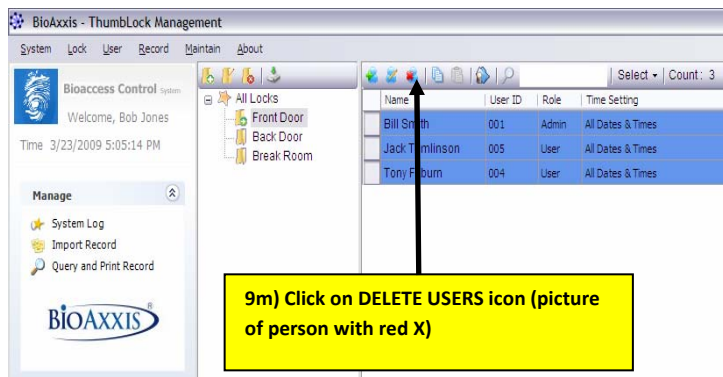
9h) Use the following steps to delete Multiple Users from an Individual Lock:



9k) Use the following steps to delete ALL Users from an Individual Lock:



9l) Highlight the LOCK that you want to DELETE ALL USERS from and then click on SELECT and choose ALL.

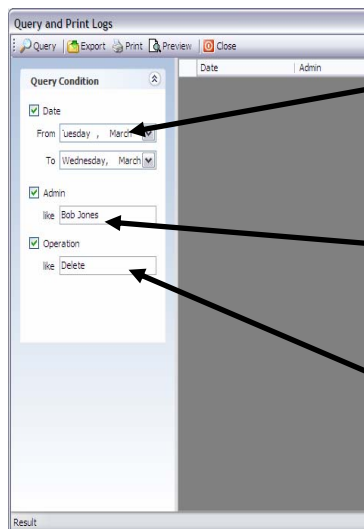
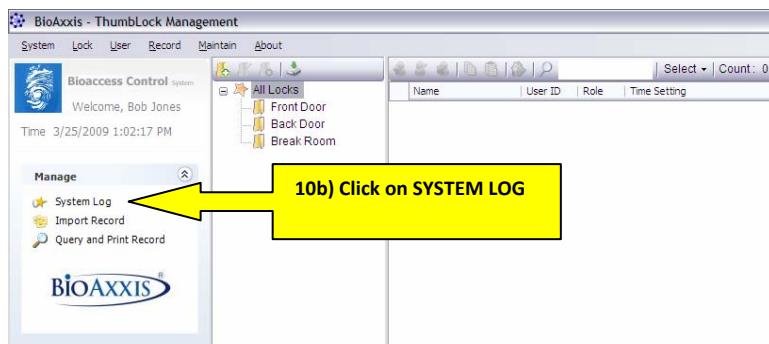


9m) Click on DELETE USERS icon (picture of person with red X)

Section 10 Viewing/Printing/Exporting System Logs in the AT Software

Note: System Log records display all programming that has been done in the AT Software by Date/Time, Admin and Operation. This is not to be confused with imported Audit Trail Records (Section 11).

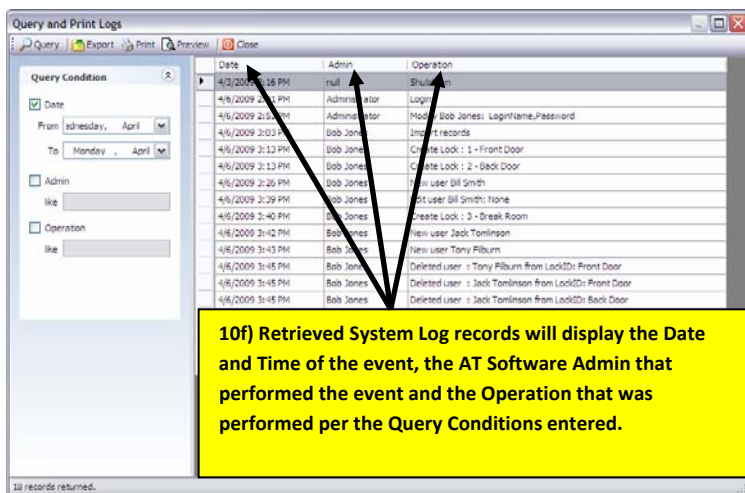
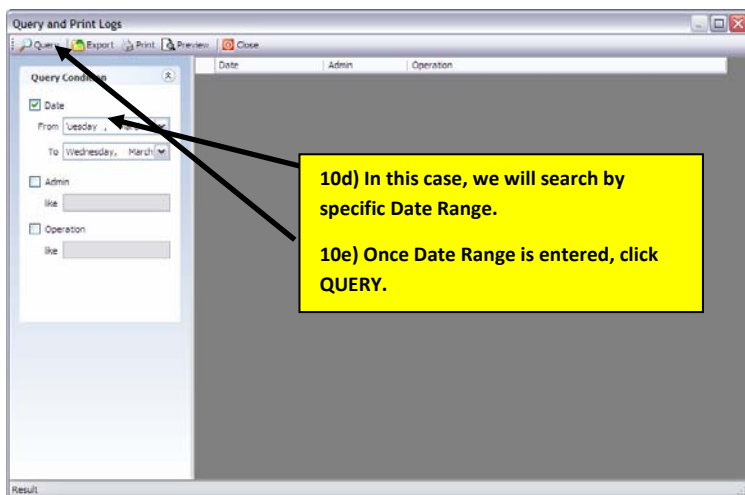
10a) Use the following steps to Download System Log Records:



10c) Specify Query Conditions by....

- **Date Range** – If this box is checked (and no other Query Conditions are checked), it will search for all System Log records for specified Date Range only.
- **Admin** – If this box is checked (and no other Query Conditions are checked), it will search for System Log records specific to the Admin name entered only.
- **Operation** – If this is checked (and no other Query Conditions are checked) it will search for System Log records specific to operation entered only.

If all three are checked (as is the case with this screen shot), all System Log records will be retrieved for Date Range specified, where AT Software Admin Bob Jones used the Delete function.



Query and Print Logs

Query | Export | Print | Preview | Close

10g) To PRINT retrieved records, click the PRINT button.

Date	Admin	Operation
4/3/2009 3:16 PM	null	Shutdown
4/6/2009 2:41 PM	Administrator	Login
4/6/2009 2:53 PM	Administrator	Modify Bob Jones: LoginName,Password
4/6/2009 3:03 PM	Bob Jones	Import records
4/6/2009 3:13 PM	Bob Jones	Create Lock : 1 - Front Door
4/6/2009 3:13 PM	Bob Jones	Create Lock : 2 - Back Door
4/6/2009 3:26 PM	Bob Jones	New user Bill Smith
4/6/2009 3:39 PM	Bob Jones	Edit user Bill Smith: None
4/6/2009 3:40 PM	Bob Jones	Create Lock : 3 - Break Room
4/6/2009 3:42 PM	Bob Jones	New user Jack Tomlinson
4/6/2009 3:43 PM	Bob Jones	New user Tony Filburn
4/6/2009 3:45 PM	Bob Jones	Deleted user : Tony Filburn from LockID: Front Door
4/6/2009 3:45 PM	Bob Jones	Deleted user : Jack Tomlinson from LockID: Front Door
4/6/2009 3:45 PM	Bob Jones	Deleted user : Jack Tomlinson from LockID: Back Door
4/6/2009 3:45 PM	Bob Jones	Deleted user : Tony Filburn from LockID: Back Door
4/6/2009 3:45 PM	Bob Jones	New user Jack Tomlinson
4/6/2009 3:46 PM	Bob Jones	New user Tony Filburn
4/6/2009 3:46 PM	Bob Jones	New user Sean Conway

18 records returned.

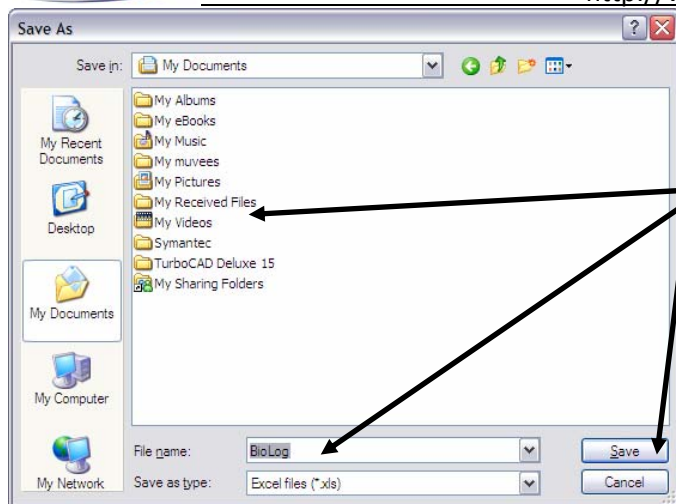
Query and Print Logs

Query | Export | Print | Preview | Close

10h) To EXPORT retrieved data to an MS EXCEL file, click on the EXPORT button

Date	Admin	Operation
4/3/2009 3:16 PM	null	Shutdown
4/6/2009 2:41 PM	Administrator	Login
4/6/2009 2:53 PM	Administrator	Modify Bob Jones: LoginName,Password
4/6/2009 3:03 PM	Bob Jones	Import records
4/6/2009 3:13 PM	Bob Jones	Create Lock : 1 - Front Door
4/6/2009 3:13 PM	Bob Jones	Create Lock : 2 - Back Door
4/6/2009 3:26 PM	Bob Jones	New user Bill Smith
4/6/2009 3:39 PM	Bob Jones	Edit user Bill Smith: None
4/6/2009 3:40 PM	Bob Jones	Create Lock : 3 - Break Room
4/6/2009 3:42 PM	Bob Jones	New user Jack Tomlinson
4/6/2009 3:43 PM	Bob Jones	New user Tony Filburn
4/6/2009 3:45 PM	Bob Jones	Deleted user : Tony Filburn from LockID: Front Door
4/6/2009 3:45 PM	Bob Jones	Deleted user : Jack Tomlinson from LockID: Front Door
4/6/2009 3:45 PM	Bob Jones	Deleted user : Jack Tomlinson from LockID: Back Door
4/6/2009 3:45 PM	Bob Jones	Deleted user : Tony Filburn from LockID: Back Door
4/6/2009 3:45 PM	Bob Jones	New user Jack Tomlinson
4/6/2009 3:46 PM	Bob Jones	New user Tony Filburn
4/6/2009 3:46 PM	Bob Jones	New user Sean Conway

18 records returned.



10i) Choose the location on your computer for where to save the file.

10j) Name the file

10k) Click SAVE.

Section 11 Exporting Audit Trail Records from the BioAxxis® ThumbLock® to the Flash Drive



11a) Plug Flash Drive into the USB port located at the bottom of the Interior Unit



11b) Click on "M"

NOTE:

- "M" is the Menu option. This controls all Menu Options on the BioAxxis® ThumbLock®.
- "E" is for Exit. When this is pressed the existing menu will be closed. If pressed multiple times, the message "BYE" will appear, all Menu screens are exited and LCD will power off.
- UP and DOWN arrows scrolls thru menu options.



11c) When the message, "PRESS MASTER FP" appears on the LCD, rest an enrolled Administrator's Fingerprint (registered as User ID 001-003 for this lock) on the ThumbLocks' fingerprint sensor (located on the outside unit). The fingerprint sensor will stay powered on for 5 seconds before powering off.



11d) The Main Menu screen is displayed after successfully completing step 11c.



11e) Press the DOWN ARROW until Option 3. U-DISK OP is highlighted.

11f) Press "M" to select



11g) Press Option 3.1
RECORD OUT to begin
download of audit trail
records to the flash drive.



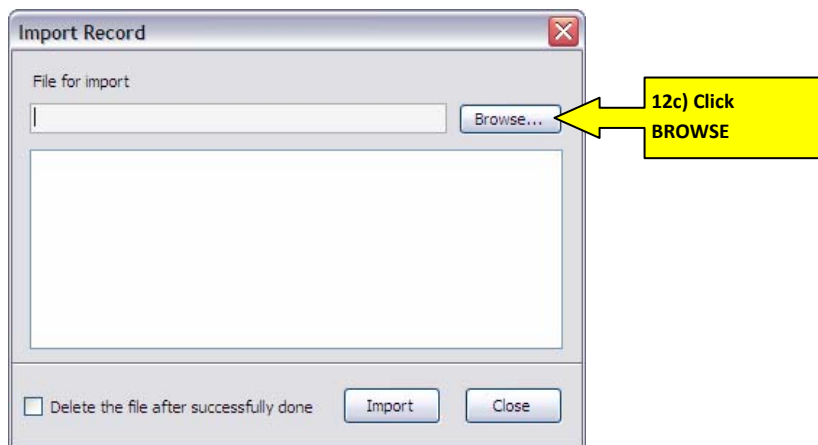
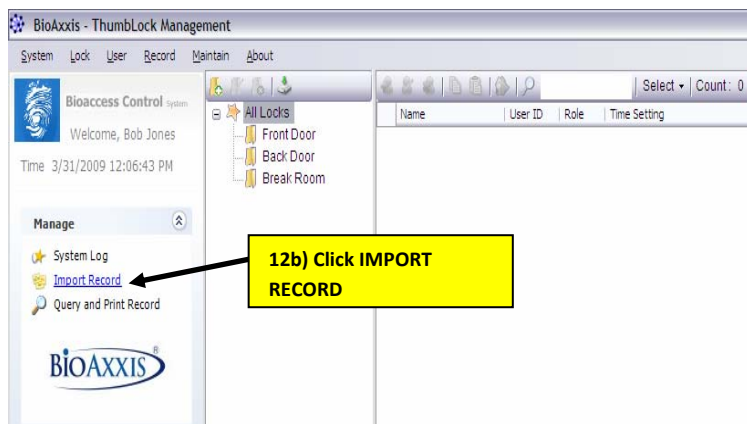
11h) When the Audit Trail
Download is complete, the LCD
will revert back to 3.1 RECORD
OUT (highlighted) on the LCD.

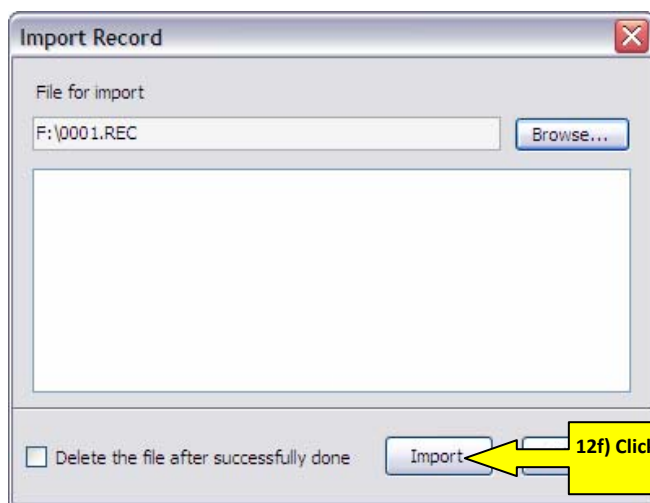
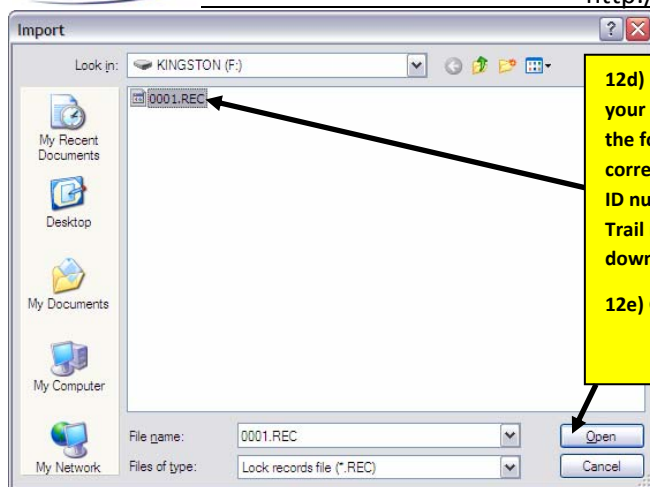
11i) Press "E" (for Exit), until the
LCD powers off.

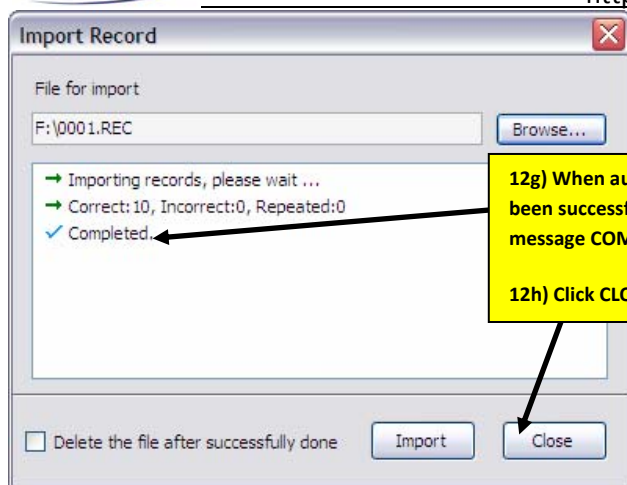
11j) Remove the Flash Drive
from the bottom of the
BioAxxis® ThumbLock®

Section 12 Importing Audit Trail Records from the Flash Drive into the AT Software

12a) Plug Flash Drive into available USB Port on your PC/Laptop



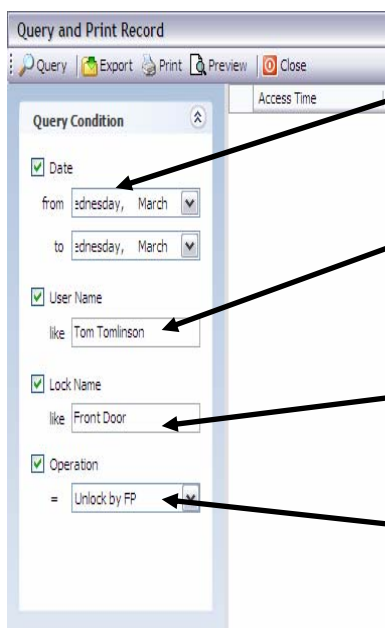
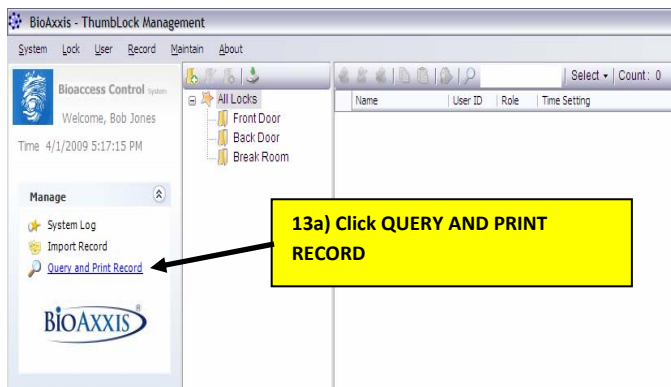




12g) When audit trail records have been successfully downloaded, the message COMPLETED appears.

12h) Click CLOSE

Section 13 Viewing, Printing and Exporting Downloaded Audit Trail Records



13b) Specify Query Conditions by....

- **Date Range** – If this box is checked (and no other Query Conditions are checked), it will search for all downloaded Audit Trail records for specified Date Range only.
- **User Name** – If this box is checked (and no other Query Conditions are checked), it will search for Audit Trail records for the Specific User Name entered only.
- **Lock Name** – If this is checked (and no other Query Conditions are checked) it will search for Audit Trail records specific to the Lock Name entered only.
- **Operation** - If this is checked (and no other Query Conditions are checked) it will search for Audit Trail records specific to the Operation specified only.

If all four are checked (as is the case with this screen shot), all Audit Trail records will be retrieved for Date Range specified, where Tom Tomlinson unlocked the Front Door with his fingerprint.

Query and Print Record

Query Export Print Preview Close

Access Time Lock ID Lock Name User ID User Name Operation

Query Condition

☒ Date

from sdnnesday, March

to sdnnesday, March

☐ User Name

like

☐ Lock Name

like

☐ Operation

= Unlock by FP

13c) In this case, we will search by specific Date Range.

13d) Once Date Range is entered, click QUERY.

Query and Print Record

Query Export Print Preview Close

Count: 32

Query Condition

☒ Date

from sdnnesday, March

to sdnnesday, March

☐ User Name

like

☐ Lock Name

like

☐ Operation

= Unlock by FP

Access Time	Lock ID	Lock Name	User ID	User Name	Operation
2009-03-18 11:16:48	1	Front Door	001	Bill Smith	Logout System Menu
2009-03-18 11:17:04	1	Front Door	000		Failed FP Access
2009-03-18 11:17:36	1	Front Door	000		Failed FP Access
2009-03-18 11:17:25		Front Door	000		Failed FP Access
2009-03-18 11:17:39	1	Front Door	000		Failed FP Access
2009-03-18 11:17:48	1	Front Door	000		Failed FP Access
2009-03-18 11:17:57	1	Front Door	000		Failed PIN access
2009-03-18 11:19:49	1	Front Door	001	Bill Smith	Login System Menu
2009-03-18 11:20:56	1	Front Door	001	Bill Smith	Logout System Menu
2009-03-18 11:23:29	1	Front Door		Jack Tomlinson	Unlock by FP
2009-03-18 11:23:30	1	Front Door	005	Jack Tomlinson	Unlock by Password

13e) Retrieved Audit Trail records will display the Date and Time of the event, Lock ID that the event took place at, Lock Name that the Lock ID is associated to, User ID associated to the event, User Name associated to the User ID and the Operation that was performed per the Query Conditions entered.

Query and Print Record

Query Export Print Preview Close

Count: 32

Query Conditions

☒ Date

☐ Lock Name

like

☐ Operation

= Unlock by FP

Access Time	Lock ID	Lock Name	User ID	User Name	Operation
2009-03-18 11:16:48	1	Front Door	001	Bill Smith	Logout System Menu
2009-03-18 11:17:04	1	Front Door	000		Failed FP Access
11:17:16	1	Front Door	000		Failed FP Access
11:17:25	1	Front Door	000		Failed FP Access
11:17:39	1	Front Door	000		Failed FP Access
11:17:48	1	Front Door	000		Failed FP Access
11:17:57	1	Front Door	000		Failed PIN access
2009-03-18 11:19:49	1	Front Door	001	Bill Smith	Login System Menu
2009-03-18 11:20:56	1	Front Door	001	Bill Smith	Logout System Menu
2009-03-18 11:23:29	1	Front Door	005	Jack Tomlinson	Unlock by FP
2009-03-18 11:23:39	1	Front Door	005	Jack Tomlinson	Unlock by Password
2009-03-18 11:26:02	1	Front Door	001	Bill Smith	Login System Menu
2009-03-18 11:26:31	1	Front Door	001	Bill Smith	Logout System Menu
2009-03-18 11:26:50	1	Front Door	001	Bill Smith	Unlock by FP
2009-03-18 11:27:48	1	Front Door	000		Failed FP Access
2009-03-18 11:27:59	1	Front Door	005	Jack Tomlinson	Unlock by FP

13f) To PRINT retrieved records, click the PRINT button.

Query and Print Record

Query Export Print Preview Close

Count: 32

Query Conditions

☒ Date

☐ Lock Name

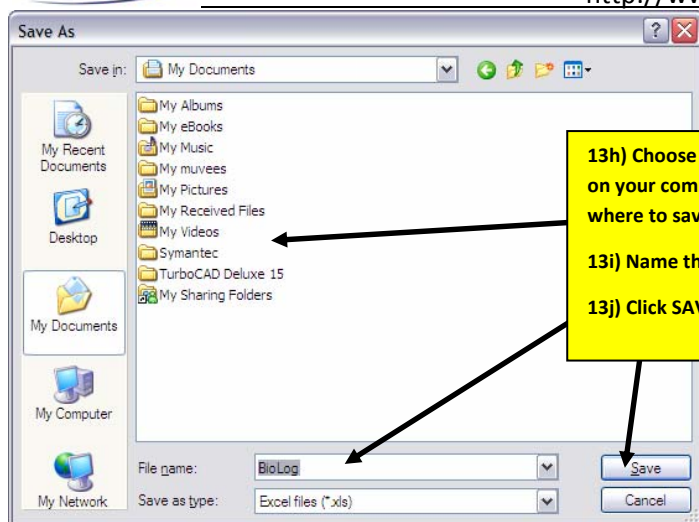
like

☐ Operation

= Unlock by FP

Access Time	Lock ID	Lock Name	User ID	User Name	Operation
2009-03-18 11:16:48	1	Front Door	001	Bill Smith	Logout System Menu
2009-03-18 11:17:04	1	Front Door	000		Failed FP Access
11:17:16	1	Front Door	000		Failed FP Access
11:17:25	1	Front Door	000		Failed FP Access
11:17:39	1	Front Door	000		Failed FP Access
11:17:48	1	Front Door	000		Failed FP Access
11:17:57	1	Front Door	000		Failed PIN access
11:19:49	1	Front Door	001	Bill Smith	Login System Menu
2009-03-18 11:20:56	1	Front Door	001	Bill Smith	Logout System Menu
2009-03-18 11:23:29	1	Front Door	005	Jack Tomlinson	Unlock by FP
2009-03-18 11:23:39	1	Front Door	005	Jack Tomlinson	Unlock by Password
2009-03-18 11:26:02	1	Front Door	001	Bill Smith	Login System Menu
2009-03-18 11:26:31	1	Front Door	001	Bill Smith	Logout System Menu
2009-03-18 11:26:50	1	Front Door	001	Bill Smith	Unlock by FP
2009-03-18 11:27:48	1	Front Door	000		Failed FP Access
2009-03-18 11:27:59	1	Front Door	005	Jack Tomlinson	Unlock by FP

13g) To EXPORT retrieved data to an MS EXCEL file, click on the EXPORT button



13h) Choose the location on your computer for where to save the file.

13i) Name the file

13j) Click SAVE.

4. Support Information:

For warranty support please call BioAxxis Development Corporation directly at 315-635-5540 OR e-mail support@BioAxxis.com .

BIOAXXIS® BRAND LIMITED WARRANTY COVERAGE

“REPAIR OR REPLACE”

BIOAXXIS Limited Warranty Coverage begins on BioAxxis® brand products from the date of purchase or original registration for the following products and time periods...

BioAxxis® BD1	Two Years
BioAxxis® BD1-HS	Two Years
BioAxxis® L113	Two Years
BioAxxis® MA1	Two Years
BioAxxis® MA1AT	Two Years
BioAxxis® PCL-1	Two Years
BioAxxis® ThumbLock®	Two Years

BIOAXXIS offers the following limited warranty on our BioAxxis® brand products....

If the installed products listed above experience any mechanical or electronic failure caused by defects in material, design or manufacturing workmanship during the warranty period as defined above, BIOAXXIS will either repair or replace the product for customer at the full expense of BIOAXXIS, including Ground shipping of replacement parts or products to customer.

BIOAXXIS determination of whether to repair or replace product (irrespective of customer or other 3rd party opinion) shall be at BIOAXXIS full and exclusive discretion. This determination will be final and conclusive in all respects.

Limited Warranty does not cover the following...

1. Product finish (unless expressly stated in product specifications)
2. Abused or misused products
3. Installation damage or neglect
4. Return Shipping charges on RMA
5. Expedited (2nd Day or Overnight) shipping of warranty replacements

Any BioAxxis® products advertised by any reseller for less than the current published MAP price will immediately cancel that reseller's ability to resell BioAxxis® products.

In no event shall BIOAXXIS be liable for any incidental or consequential damages arising from the sale or use of the product.



If Limited Warranty Coverage has been verified and a covered defect acknowledged by BIOAXXIS, please call for an RMA Number per stipulations in our Return Policy and send to...

BioAxxis Development Corporation
Attn: Returned Merchandise Authorization
15 East Genesee Street
Baldwinsville, New York 13027
1-315-635-5540