# 1TouchIQ2

## FINGERPRINT LOCK

**Audit Trail Kit Manual**

## Installing the USB Device Driver

**READ THE INSTALLATION DOCUMENT ("USB Install.doc") BEFORE ATTACHING THE USB CABLE TO YOUR COMPUTER!!!**

First: Insert the "Digi Lock Open Reader Software" CD into the CDROM drive.

Next: Open the "USB Install.doc" file and follow the instructions for installing the USB Device Driver.

## Installing the Open Record Software

First: Insert the "Digi Lock Open Reader Software" CD into the CDROM drive.

Next: Open the "installation for software.doc" file and follow the instructions for installing the Open Record Software.

## Using the Audit Trail Kit

**NOTE:** Make sure users in the 1Touch IQ2 have a 3 digit ID#  (refer to 1Touch IQ2 manual)

**Step 1:** Set the date & time in the 1Touch IQ2 (See pages 3-4 for instructions)

**Step 2:** Be sure to scan some enrolled user's fingerprints with the 1Touch IQ2 in order to test the system for the 1st time.

**Step 3:** Connect the **gray cable** to the handheld audit trail device.

**Step 4:** Insert the blue end of the cable into the jack found at the bottom of the1Touch IQ2's front lock body.

**Step 5:** Once both ends of the **gray cable** are connected, turn on the handheld audit trail device. A red light will come on.

**Step 6:** Lift the IQ2's scanner cover up. A green light can be seen flashing next to the red light on the handheld audit trail device. The flashing green light means lock info is being loaded on the handheld device.  Do not close scanner cover during this process!

**Step 7:** After some time a solid beep can be heard & the green light turns off. This signals the data transfer is complete.

**Step 8:** Turn off the handheld device & unplug the **gray cable** from the handheld device and the IQ2's data port.

## Using the Audit Trail Kit (Continued)

**THE INSTRUCTIONS ON THIS PAGE ARE A CONTINUATION OF THE PREVIOUS PAGE!**

**Step 9:** Connect the **black cable** to the handheld device. Insert the USB plug on the black cable into an empty USB port on your PC.

**Step 10:** Turn the handheld device on. Beeps are heard and the red light comes on.

**Step 11:** Run the Open Record application.

**Step 12:** Once the Program has launched onto your desktop, you need to select the "COM #" you want to open in the Port drop down window. (Note: The default port is typically "Port 4" but you may need to experiment with other ports to determine the correct port in your case.)

**Step 13:** Once the COM# is selected- Hit the "Open Record" button. The green light will start flashing again. Info is loading onto your PC.

**Step 14:** A solid beep can be heard, the green light turns off & your Audit trail event records are displayed.

**Step 15:** Hit Export & that report will be converted into a .txt file. Name it & save it to your PC.

*You have now fully completed the Setup & testing of your 1TOUCH IQ2 Audit trail system!

## Associating Names with User ID's in Open Record

**Step 1:** We suggest enrolling each user with at least 2 fingers one primary & one Back up. Before enrolling users write out each user's ID# for Primary Finger & ID# for Backup finger & any other finger per user.

(Ex: Bob Jones: RH index = 101 / LH index = 102 etc..)

**Step 2:** Launch "Open Record" (see "Step 11" above)

**Step 3:** Go to - File -User Setting - ADD. Type each "User ID" in a cell.

Across from each ID# enter their Name. Once all users are added Close Open Record.

* If you forget the User Setting field before you imported the 1st data upload it's not a problem. You can enter it anytime. Then the next time you upload the info the ID# collected will match user names.

## Programming the Date and Time on the 1TouchIQ2

**NOTE:** Non-zero digits are entered by pressing the "1" button the corresponding number of times to match the number associated with the date & time you need to enter.  The format is in YYMMDD and HHMM.

> Date:
>
> YY = two last two digits of the Year
>
> MM = two digit number for the Month
>
> DD = two digit number for the Day
>
> *Example: June 20th, 2011 as YYMMDD = 110620*
>
>
> Time:
>
> HH = two digit number for the Hour in **24hr time format**
>
> MM = two digit number for the Minutes
>
> *Example: 8:09PM (20:09 in military time) as HHMM = 2009*

**Entering the Date and Time with "1"'s and "0"'s:** June is the 6th month but you must enter a 2 digit month.  Therefore, June equals "06" and would be entered as "0" for the first digit and "111111" for 6 as the second digit.  Likewise, hours are entered in their 24hr format.  8PM is 20hrs in a 24hr time format.  This would be entered as "11" for 2 as the first digit and "0" for the second digit.

**Steps for programming the DATE:** The format for the date is YYMMDD. The programming sequence is started with "# 2 #" followed by each digit of the date (6 total) separated by the "#" button.  The sequence ends with "# #".

**Steps for programming the TIME:** The format for the time is HHMM. The programming sequence is started with "# 3 #" followed by each digit of the time (4 total) separated by the "#" button.  The sequence ends with "# #".

*For assistance, please use the worksheets on page 4 for entering the DATE and page 5 for entering the TIME.*

## Date Worksheet

| Year | Month | Day |
|------|-------|-----|

**Example for October 25th, 2011**

# 2 # ___1___ # ___1___ # ___1___ # ___1___ # ___0___ # ___1___ # ___11___ # ___11111___ ##

# 2 # _____ # _____ # _____ # _____ # _____ # _____ # _____ # _____ ##

# 2 # _____ # _____ # _____ # _____ # _____ # _____ # _____ # _____ ##

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# 2 # _____ # _____ # _____ # _____ # _____ # _____ # _____ # _____ ##

## TIME WORKSHEET

**Hours (24hr format)**  Minutes

EXAMPLE FOR 9:35PM (21:05HRS)

| Hours (24hr format) | | | | Minutes | | | |
|---|---|---|---|---|---|---|---|
| 11 | # | 1 | # | 0 | # | 11111 | ## |
| # 3 | # | | # | | # | | ## |
| # 3 | # | | # | | # | | ## |
| # 3 | # | | # | | # | | ## |
| # 3 | # | | # | | # | | ## |
| # 3 | # | | # | | # | | ## |
| # 3 | # | | # | | # | | ## |
| # 3 | # | | # | | # | | ## |
| # 3 | # | | # | | # | | ## |