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Introduction

MorphoManager is the latest generation of biometrically powered Access Control and Time & Attendance capture software. The software works with Biometric Device hardware to capture users’ fingerprints, photos, and personal details. The fingerprint information is sent to specified Biometric Devices where access control is required and where users clock on and off throughout the day. MorphoManager also works with Morpho 3D Face Readers to capture user’s facial traits.

Support

Please contact your installer for additional support.
Overview

A MorphoManager system consists of four components:

- A MorphoManager Server
- At least one MorphoManager Client
- A fingerprint/finger vein/hand/3D Face enrollment device.
- At least one Biometric Device.

What is a client?

A client is a computer that has the MorphoManager Client software installed. There can be more than one client in a MorphoManager system.

The client application provides the management of access points, enrolling of personnel, and reporting. A PC that has the enrollment scanner connected and is used as the user registration PC. A client PC may be used to view data and not have an enrollment device connected.

What is a server?

A server is a computer that has the MorphoManager Server software installed.

The server manages the communication between the Biometric Device and the PC and interacts with the database. It also handles requests from clients.

What is a fingerprint enrollment device?

A fingerprint enrollment device captures an image of a user’s fingerprint, extracts the features and sends it to the MorphoManager software. This information is sent to a Biometric Device for user authentication. There are currently four types of fingerprint enrollment devices:

- MorphoSmart 300 USB Fingerprint Reader
- MorphoSmart 1300 USB Fingerprint Reader
- MorphoSmart FVP USB Fingerprint and Vein Reader
- MorphoWave Desktop USB Hand Reader

The readers are connected to a computer that is running MorphoManager Client software. All enrollment of personnel is performed using MorphoManager software. Device drivers for this hardware are automatically installed when MorphoManager Client software is installed.
What is a Biometric Device?

A Biometric Device such as the MorphoAccess units above are used to authenticate users and allow access to doors. They record a log of every presentation. MorphoManager is used to manage user’s access to a Biometric Device.

Morpho 3D Face is a Biometric Device used to authenticate users with facial recognition technology. MorphoWave uses the biometrics of an entire hand (three or four fingers by default) that is waved through the device.
Setting up MorphoManager

This section outlines the requirements for MorphoManager systems.

Computer hardware requirements

Processor: Dual Core CPU
RAM: 4 GB
Ports: Three USB ports
Network: 100Mbs Ethernet port required for client/server connections.
Internet Access: Required for updates. (If no internet access is available, updates can be installed via USB memory stick or CD Rom)

Supported Operating Systems

MorphoManager Server:

- Microsoft Windows 7 SP1 64-bit - KB4019990 update installed
- Microsoft Windows 8.1 64-bit - KB4019990 update installed
- Microsoft Windows 10 64-bit (Anniversary update or later)
- Windows Server 2008 R2 SP1 64-bit - KB4019990 update installed
- Windows Server 2012 64-bit - KB4019990 update installed
- Windows Server 2012 R2 64-bit - KB2919355 update installed

MorphoManager Client:

- Microsoft Windows 7 SP1 32-bit / 64-bit - KB4019990 update installed
- Microsoft Windows 8.1 32-bit / 64-bit - KB4019990 update installed
- Microsoft Windows 10 32-bit / 64-bit (Anniversary update or later)
- Windows Server 2008 R2 SP1 64-bit - KB4019990 update installed
- Windows Server 2012 64-bit - KB4019990 update installed
- Windows Server 2012 R2 64-bit - KB2919355 update installed

Supported USB Enrollment Devices

- MSO 300
- MSO 1300 E2
- MSO 1300 E3
- MSO 1350
- MSO 1350 E
- MSO 1350 E2
- MSO VP
- MorphoWave Desktop
### Supported Card Reader / Encoders

#### Supported Card Types and Card Readers

<table>
<thead>
<tr>
<th>Card Family</th>
<th>HID Prox</th>
<th>HID iClass</th>
<th>HID iClass Seos</th>
<th>MIFARE Classic</th>
<th>MIFARE DESFire EV0</th>
<th>MIFARE DESFire EV1</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Prox</td>
<td>2K/2</td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>16K/2</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>16K/16</td>
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<tr>
<td></td>
<td></td>
<td>32K (16K/2+16K/1)</td>
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<tr>
<td></td>
<td></td>
<td>32K (16K/16+16K/1)</td>
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<tr>
<td></td>
<td></td>
<td>Seos®</td>
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<tr>
<td></td>
<td></td>
<td>1K 4-byte NUID</td>
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<tr>
<td></td>
<td></td>
<td>1K 7-byte UID</td>
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<td></td>
<td>4K 4-byte NUID</td>
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<td>4K 7-byte UID</td>
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<td></td>
<td>8K</td>
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</tbody>
</table>

- **HID® OMNIKEY® 5427CK**
  - ✔️
  - ✔️
  - ✔️
  - ✔️
  - ✔️
  - ✔️
  - ✔️

- **HID® OMNIKEY® 5427G2**
  - ✔️
  - ✔️
  - ✔️
  - ✔️
  - ✔️
  - ✔️
  - ✔️

- **HID® OMNIKEY® 5025CL**
  - ✔️
  - ✗
  - ✗
  - ✗
  - ✗
  - ✗
  - ✗

- **Identiv uTrust 3700F**
  - ✗
  - ✗
  - ✗
  - ✔️
  - ✔️
  - ✔️

#### Supported Card Capabilities

<table>
<thead>
<tr>
<th>Card Family</th>
<th>HID Prox</th>
<th>HID iClass</th>
<th>HID iClass Seos</th>
<th>MIFARE Classic</th>
<th>MIFARE DESFire EV0</th>
<th>MIFARE DESFire EV1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Prox</td>
<td>2K/2</td>
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<tr>
<td></td>
<td></td>
<td>16K/2</td>
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<td></td>
<td>16K/16</td>
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<td></td>
<td>32K (16K/2+16K/1)</td>
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<tr>
<td></td>
<td></td>
<td>32K (16K/16+16K/1)</td>
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<td>Seos®</td>
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<td>1K 4-byte NUID</td>
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<td></td>
<td>1K 7-byte UID</td>
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<td>4K 4-byte NUID</td>
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<tr>
<td></td>
<td></td>
<td>4K 7-byte UID</td>
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<td>2K</td>
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<tr>
<td></td>
<td></td>
<td>4K</td>
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<td></td>
<td>8K</td>
<td></td>
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</tr>
</tbody>
</table>

- **Read CSN/ID**
  - ✔️
  - ✔️
  - ✔️
  - ✔️
  - ✔️
  - ✔️

- **Encode to Card**
  - ✗
  - ✔️*
  - ✔️**
  - ✔️
  - ✔️
  - ✔️

- **Read PACS Data**
  - ✗
  - ✔️
  - ✔️
  - ✗
  - ✗
  - ✗

* Encoding is not supported for HID iClass® 2K/2
** Encoding to HID® iClass® Seos® cards requires the application already exists on the card due to the hardware limitation with the HID® OMNIKEY® 5427 CK/G2
Biometric Device Capacity

MorphoManager is limited to a capacity of 5000 total biometric devices. Below are the maximum number of devices that can be added to MorphoManager for each device family.

<table>
<thead>
<tr>
<th>Hardware Family</th>
<th>Device Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>2G</td>
<td>Up to 500</td>
</tr>
<tr>
<td>MorphoAccess Sigma Series</td>
<td>Up to 5000</td>
</tr>
<tr>
<td>Morpho 3D Face Reader</td>
<td>Up to 5000</td>
</tr>
<tr>
<td>Morpho Tablet</td>
<td>Up to 5000</td>
</tr>
<tr>
<td>MorphoWave Tower &amp; MorphoWave Compact</td>
<td>Up to 5000</td>
</tr>
</tbody>
</table>

If an attempt is made to add more devices from a family than MorphoManager Supports, that device will not be added to the system.

Biometric Device supported firmware

Below are the firmware versions that have been tested and validated to work with MorphoManager.

<table>
<thead>
<tr>
<th>Device Series</th>
<th>Supported firmware version</th>
</tr>
</thead>
<tbody>
<tr>
<td>MorphoAccess 100 Series</td>
<td>3.2.10</td>
</tr>
<tr>
<td>MorphoAccess 500 Series</td>
<td>3.9.0</td>
</tr>
<tr>
<td>Outdoor MorphoAccess 500 Series</td>
<td>3.9.0</td>
</tr>
<tr>
<td>MorphoAccess J Series</td>
<td>3.8.0</td>
</tr>
<tr>
<td>MorphoAccess VP Series</td>
<td>3.11.0</td>
</tr>
<tr>
<td>MorphoAccess Sigma Series</td>
<td>4.3.2 NOTE: specific upgrade path below</td>
</tr>
<tr>
<td>MorphoAccess VP MD Series</td>
<td>4.7.3</td>
</tr>
<tr>
<td>MorphoWave Tower</td>
<td>2.3.0</td>
</tr>
<tr>
<td>MorphoWave Compact Series</td>
<td>1.1.0</td>
</tr>
<tr>
<td>Morpho 3D Face Reader</td>
<td>4.8.2.0.0.0.0</td>
</tr>
</tbody>
</table>

MorphoAccess Sigma Series Upgrade path

For a stable and robust transition from 1.x.x software version, the upgrade process of MorphoAccess® SIGMA Series terminals shall be:

- 1.x.x to 1.8.1.TEMP*
- 1.8.1.TEMP to 3.2.5 or 3.3.1 or 3.5
- 3.x.x to 4.3.2

*1.8.1.TEMP is for temporary use only

All Upgrades must be done with MorphoBioToolBox v3.4.5 (or higher)
Installation of MorphoManager software

There are two configurations for MorphoManager:

- **Client and Server on the same PC**
  A PC can have both the client and server software installed. The server software needs to be installed first.

- **Server PC and Client PCs**
  The server software needs to be installed on the server PC and the client software needs to be installed on each client PC that will connect to the server PC over a LAN or VPN connection.
  **The server software needs to be installed first.**

Updates for MorphoManager can be obtained by visiting [http://support.morphomanager.com/](http://support.morphomanager.com/)
Setting up MorphoManager on a single PC

Both the client and the server applications can be installed on one computer.

- Locate and select the link to install the MorphoManager Server.
- After the server is installed, install the client.
- Once the client is installed reboot the computer.
- Connect the MSO enrollment device to the PC.
- Ensure the Biometric Devices are on the same network as the MorphoManager Server and are in the same IP range.
- Start MorphoManager Client – double click on the icon on the desktop.
- When logging in for the first time the following details are used.
  - Username: administrator
  - Password: password
- It is recommended the Administrator password is changed immediately. This can be done by clicking on the Change Password icon on the status bar.
For added security, many businesses and departments have chosen to dedicate a PC for MorphoManager and often use a dedicated hub to which only the MorphoManager PC’s and Biometric Devices connect.

Alternatively, an existing hub can be used, but it is recommended that the IP range of the MorphoManager PC and Biometric Devices are different from the corporate PC’s.

**Server and Client Installation**

This configuration can be used with an existing corporate network that already has a server. The MorphoManager client application can be installed on any PC that is attached to the server.

The MorphoManager server application can be installed on a separate PC which may or may not be a dedicated server.
Product Registration

The MorphoManager Product Registration process can be accessed by clicking Yes on the registration prompt after logging into Morpho Manager.

If the product is not registered, MorphoManager will run for 30 days in trial mode.

Procedure for registration

MorphoManager can be registered either online or offline. On the first step of the registration wizard enter the end user details and click Next.
On the following screen enter the installer details and click **Next**.

**Activate Online**

If you are connected to the internet you will be activated online after clicking **Next** on the Step 2 wizard screen. The following screen should appear:
When the process is complete the following screen will appear. Morpho Manager is now registered. After clicking **Finish** you will be taken to the MorphoManager Home Screen.
Activate Offline

If you do not have the internet, you will be shown the following screen after Step 2 mentioned in the beginning of this registration section. From here you can click **Start offline registration**.

The system will prompt you to save a registration file. Choose a location, give the file a name, and click **Save**.

In the Americas email the file for registration processing to support.bioterminals.us@idemia.com. For the rest of the world, please email the file to support.bioterminals@idemia.com. Once it has been completed it will be emailed back to you. Save it where it is accessible to MorphoManager and reopen the registration process by clicking **Yes** to the registration prompt you receive when logging in to MorphoManager. You can now click the **Complete offline registration** button. Find the file and click **Open**. This will complete the offline registration process.
Advanced Client Configuration

The MorphoManager **Advanced Client Configuration** can be found by clicking on the start menu, then selecting “MorphoManager” and then “MorphoManager Advanced Client Configuration”.

**Server Connection Type:**
- **Local Computer Only:** Use this setting when the client and server are installed on the same PC.
- **Manually Specified:** The server is installed on a different PC to the client. Enter the hostname or IP address of the server in the hostname box. The port must be the same as the remoting port specified on the server configuration. The port values should only be changed if the default ports are being used by another application.

**Port:** Specifies the server port that the MorphoManager Server is accepting client connections on. The default port is: 42100.
Certificate binding mode: In **automatic** mode, MorphoManager will automatically create certificates that both the client and server will use to encrypt communication with one another. There is no need to import certificates to the certificate store, or to specify certificate thumbprints.

The **manual** setting is for customers that want to use their own existing certificates for encrypted communications. In this mode, both the Certificate Thumbprint and Server/Client Certificate Validation fields will become enabled and the customer will be required to enter the Certificate Thumbprint. Additionally, customers will need to import the certificate associated with the thumbprint to either the Personal or Trusted Root Certification Authorities collection store ([See Importing a Certificate to the Store](#)).

Certificate thumbprint: Used to specify the thumbprint of a certificate. This thumbprint will then be used to find, validate, and return the certificate from the certificate store. MorphoManager will use this certificate to encrypt communications between client and server.

The following is required of the certificate to pass validation:

- The certificate exists in either the Personal or Trusted Root Certification Authorities collection store
- The certificate contains a private key
- The certificate’s Key Usage Extension contains a Key Encipherment or Data Encipherment flag
- The certificate’s Enhanced Key Usage Extension contains a valid Server Authentication value (1.3.6.1.5.5.7.3.1)

Server certificate validation mode: If **none** is selected, MorphoManager will perform no further validation on the certificate.

When **enforced** is selected, the two fields below this setting, Certificate Authority Thumbprint and Match Certificate Issuers, will become enabled for further certificate validation. The customer will be required to satisfy one of the fields. This requires that the certificate exists in the Windows certificate store. MorphoManager will then use these fields to perform additional validity checks on the certificate (trusted chain, expiry, etc.).

Certificate Authority
Thumbprint: This option allows for mutual authentication using an additional certificate. This field is used much the same as the Certificate Thumbprint in that MorphoManager will validate and use the thumbprint to find the certificate from the certificate store. The following is required of the thumbprint to pass validation:

- The certificate authority thumbprint is of valid length (40)
- The certificate authority thumbprint is of hexadecimal format

Additional validation to the certificate will occur when MorphoManager is operating.

Match Certificate Issuers: This option allows for mutual authentication by requiring the certificate used by the client and the one used by the server are derived from the same certificate issuer. If this option is selected, the customer will have to ensure that both the certificates they’ve placed in the certificate store came from the same source.

Enable Automatic Login: When enabled, the MorphoManager Client will use the username and password entered here to login automatically. This can be a security problem and should be used on clients that are secured by other means or have only one user. It is primarily used for convenience, so the user does not have to enter their username and password if it is unnecessary.

Apply the settings required by clicking on **Apply changes** and then **Close**.
Advanced Server Configuration

The MorphoManager Advanced Server Configuration can be found by clicking on the start menu, then selecting “MorphoManager”, followed by “Server”, and then “Advanced Server Configuration”.

Hostname binding: Automatic: This is the default option and should not be changed unless the server hostname and/or port needs to be changed due to security or port availability.
Manual: Allows you to specify the server hostname and port. This option should only be used by advanced users.

Hostname: This is the hostname that the client will connect to. This must be the same as the hostname specified in the client configuration. This should be left blank by default.

Port: This is the port that the client will communicate with the server on. It must be the same as the one specified in the client configuration.

Certificate binding mode: In **automatic** mode, MorphoManager will automatically create certificates that both the client and server will use to encrypt communication with one another. There is no need to import certificates to the certificate store, or to specify certificate thumbprints.

The **manual** setting is for customers that want to use their own existing certificates for encrypted communications. In this mode, both the Certificate Thumbprint and Server/Client Certificate Validation fields will become enabled and the customer will be required to enter the Certificate Thumbprint. Additionally, customers will need to import the certificate associate with the thumbprint to either the Personal or Trusted Root Certification Authorities collection store ([See Importing a Certificate to the Store](#)).

Certificate thumbprint: Used to specify the thumbprint of a certificate. This thumbprint will then be used to find, validate, and return the certificate from the certificate store. MorphoManager will use this certificate to encrypt communications between client and server.

The following is required of the certificate to pass validation:

- The certificate exists in either the Personal or Trusted Root Certification Authorities collection store
- The certificate contains a private key
- The certificate’s Key Usage Extension contains a Key Encipherment or Data Encipherment flag
- The certificate’s Enchased Key Usage Extension contains a valid Server Authentication value (1.3.6.1.5.5.7.3.1)

Server certificate validation mode: If **none** is selected, MorphoManager will perform no further validation on the certificate.

When **enforced** is selected, the two fields below this setting, Certificate Authority Thumbprint and Match Certificate Issuers, will...
become enabled for further certificate validation. The customer will be required to satisfy one of the fields. This requires that the certificate exists in the Windows certificate store. MorphoManager will then use these fields to perform additional validity checks on the certificate (trusted chain, expiry, etc.).

Certificate Authority Thumbprint: This option allows for mutual authentication using an additional certificate. This field is used much the same as the Certificate Thumbprint in that MorphoManager will validate and use the thumbprint to find the certificate from the certificate store. The following is required of the thumbprint to pass validation:

- The certificate authority thumbprint is of valid length (40)
- The certificate authority thumbprint is of hexadecimal format

Additional validation to the certificate will occur when MorphoManager is operating.

Match Certificate Issuers: This option allows for mutual authentication by requiring the certificate used by the client and the one used by the server are derived from the same certificate issuer. If this option is selected, the customer will have to ensure that both the certificates they’ve placed in the certificate store came from the same source.

Database Provider Type: There are two database provider types:

- SQL Server (2005 or later)
- SQL Server Compact Edition 4.0

SQL server Compact Edition 4.0 is selected by default and is the option for smaller installations. The SQL Server 2005 or later edition is used on larger installations, or where an existing SQL Server is already available.

Maximum DB Ready Delay: Maximum amount of time to wait for the database to be available.

ADO.Net Connection String: This is the connection string that will be used to connect to the database. Enter the connection string and click **Test Connection**. Ensure the connection is successful before applying changes.

Drop Database Schema: Dropping a database schema will remove all tables and all data from the database. This is a non-recoverable operation and cannot be undone. Revert changes will not undo this operation. A prompt will be displayed confirming this action.
Create Database Schema: Creating a database schema should only be performed on a new empty database or an existing database that has had a drop schema operation performed on it. This operation will set up a database and create all the tables and default data for MorphoManager.

Apply Changes: When all the settings are correct click Apply Changes to save the changes.

Revert Changes: Reverts all changes back to their last saved state. A drop database schema cannot be reverted.
Server Manager

The MorphoManager Server Manager can be found by clicking on the start menu, then selecting “MorphoManager”, followed by “Server” and then “Server Manager”.

The server manager is used to start and stop the MorphoManager server. Stopping the server will stop all clients from operating. This should only be performed if instructed by the support staff.

Running MorphoManager Login

MorphoManager Client software requires a username and password to be entered before starting.

By default, the username is **administrator** and the Password is **password**.

Once you have entered the correct username & password, click **Login** to login.
Express Configuration

Express Configuration will allow MorphoManager to be configured based on a series of wizard screens and prompts. For example, will the system be using biometric only, or will contactless cards be involved?

Once Express Configuration is created, MorphoManager will have a corresponding User Authentication Mode, User Policy, and Biometric Device Profile set as a default in MorphoManager. Therefore, when a Biometric Device is added to the system, the default Biometric Device Profile for that terminal will be set to the one created by the first Express Configuration. The same will happen when creating a user and their default User Policy. The system defaults for these items can be managed in System Configuration> System Functionality. Further details can be found in the System Configuration portion of the manual.

At the initial login to MorphoManager the Express Configuration creation wizard will launch automatically.

Follow the wizard prompts and answer the questions based on how the site installation will function.

 Authentication modes

The following authentication modes are supported for Express Configuration:

1. **Fingerprint Only**
   A user is authenticated by fingerprints only. E.g. the user places the enrolled fingerprint on the biometric device, and they are granted access.

2. **Card Only**
   A user is authenticated by a card only. E.g. the user presents their card to the device and they are granted access. No fingerprints required.

3. **Card and Fingerprint**
   A user is authenticated by a card and a fingerprint. Each user requires a card and a fingerprint. E.g. the user presents their card to the device, the device prompts them for their fingerprint, after the fingerprint is placed, the user is granted access.

4. **Card or Fingerprint**
   A user is authenticated by a card or a fingerprint. A user requires only a fingerprint; or only a card. E.g. user A places their enrolled fingerprint on the biometric device to gain access. User A is not furnished with a card. User B presents their card to the device to gain access. User B does not have any fingerprints enrolled.
   It is also possible to furnish user A with a card, and User A will be able to gain access with a card only or with fingerprints only.

5. **Card and PIN**

Express Configuration does not support the configuration of 2G devices.
A user is authenticated by a card plus a PIN. E.g. the user presents their card to the MA device, they are prompted to enter a PIN. Access is granted if the PIN matches.

6. **Card and Fingerprint and PIN**
   A user is authenticated by a card, a Fingerprint and a PIN. They are required to have all three. E.g. the user presents their card to the MA device, they are prompted to present their fingerprint, they are prompted to enter their PIN. Only if all three matches will access be granted.

7. **Wiegand in and Fingerprint**
   This mode is used in conjunction with another device that is connected to the MA device’s wiegand input connecters. E.g. the User presents their card to a separate card reader. This card reader is connected via wiegand to the MA. After the card was presented, the user is prompted to place their fingerprint on the MA device. Access is granted if the fingerprint is verified.

**Card selection**

On the card selection page, you can decide to manually select the cards you will use, or to automatically detect the cards that you have.

A supported USB Card reader must be attached to the Client if you wish to use the Automatic Card detection Mode:

1. Select the Automatic radio button
2. Select your card reader in the drop-down menu
3. Click the Read Card button
4. Place your card on the card reader and wait for the operation to complete
After the Express Configuration wizard is completed, the following items will be created in MorphoManager:

- Biometric Device Profile
- User Policy
- User Authentication Mode
- Set the defaults in System Configuration

These items will be given the same name as the Express Configuration they were created from. For further details on those items please see the corresponding section(s) of this manual.

The Express Configuration Wizard can also be launched at any time after the initial login to MorphoManager from an icon on the Home Tab.
Home Screen

At the top of the home screen, there is a set of tabs:

- Home
- Administration
- User Management
- Biometric Identification
- MorphoWave Identification
- Access Logs
- Reports

and a set of buttons on the home screen. Select an item to enter that section.

At the bottom of the home screen is a link to MorphoManager updates. If you have access to the internet, you will be directed to this area which will be updated with news and information regarding MorphoManager patches and important messages.

The right-hand side of the screen displays the system status and system information. “System status” contains a count of the total number of Biometric Devices and their status. It also contains a count of the total number of users within the system and the total number of access logs. System Information contains the installed version number, and your server serial code.
Administration

The administration section is used to configure and setup MorphoManager. Error and event logs are also viewable in this section.

When creating or editing an item, a colored text entry box means the information is required and must be filled in before the item can be finished and saved.

Operator

An operator is a person who uses the MorphoManager Client software. Operators are the only people who can login to the MorphoManager application. The Administrator operator has full access to all functions. Other operators with limited rights can be created.

In the panel to the right, you will see that a default Operator has been created as the System Administrator. This operator cannot be deleted or modified. This operator has access to every part of Bio Manager and so keeping the password for this user secure is essential.

Creating a new Operator

Select the Operator section on the left and click Add

Screen 1 – Operator Details

Username: This will be entered at the login screen.

First / Middle / Last Name: The first, middle and last name of the operator being added (First and Last names are mandatory fields).
Job Title: The job function that this operator performs.

Authentication Method: There are two methods for password authentication.

Native Username / Password: This method uses the username and password entered in this screen.

Active Directory Integration: This method uses the Windows Active directory to authenticate passwords. The username must match an existing user in the active directory. The active directory domain must be specified to use this option.

Administrator: Select this option to provide full administrator rights to this user (not recommended).

Screen 2 – Operator Roles

Select the Operator Roles this operator will be allowed to perform. More than one Operator Role can be selected, and the Operator will have access to all the functions that the roles allow.
Key Policy

This section allows the setting of Contactless Card keys and whether they are stored in an encrypted or unencrypted format.

Creating a new Key Policy

Select the Key Policy section of Administration and click Add.

Screen 1 – Key Policy Details

Name: Name the policy anything up to fifty characters.

Description: Give the policy a description of up to one hundred characters.

Security Mode: Can be either Recommended or Extreme. Recommended is set by default. Recommended mode uses a known key and is unencrypted. Extreme mode is encrypted, uses a user defined key, and is not recoverable if it is forgotten.

Require password: Select this option to secure the Key Policy with a password. The gets set on the next page. Securing the Key Policy with a password adds an extra
layer of security to MorphoManager. An operator will need to enter the password to view the card keys. This password is not required during card encoding.

**Screen 2 – MIFARE Classic Key Settings**

Set the keys for MIFARE Classic on this screen.

**Contact Fingerprints:**

- **Start write sector:** Sets the card write sector from where the encoding/reading should start for contact fingerprints.

- **Start write block:** Sets the block within the sector where the encoding/reading should start contact fingerprints.

- **Absolute block number:** This value correlates directly to the `sc_tlv_mifare.start_block` parameter for 5G devices. It is the overall block number of the card layout.

**Contactless Fingerprints:**

- **Start write sector:** Sets the card write sector from where the encoding/reading should start contactless fingerprints.

- **Start write block:** Sets the block within the sector where the encoding/reading should start contactless fingerprints.

- **Absolute block number:** This value correlates directly to the `sc_tlv_mifare.start_block` parameter for 5G devices. It is the overall block number of the card layout.
Screen 3 – MIFARE DESFire Key Settings

Set the keys for MIFARE DESFire on this screen.

**DESFire FID:** The File ID that should be used to read and write to the DESFire card.

**Set DESFire AID:** This button leads to the page where Application ID can be set. The DesFire AID may be entered in ASCII or in HEX by choosing the relevant radio button.
Screen 4 – iClass Encoding Settings

Set the encode/reading properties for iClass cards. This page also sets the Application ID and D0 tag for Seos cards.

Start Reading from block setting applies only to 16K/2 cards.

Start Reading from page setting applies only to 16K/16 cards.

Start reading from book setting applies only to 32K cards. When using 32K cards, the block and page settings will be considered for Book 0.
Screen 5 – iClass Key Settings

Set the key type, default or non-default, for iClass on this screen.

Unchecking the “Use HID iClass factory Keys” checkbox, will open further settings where custom iClass keys may be set.
### Screen 6 – SEOS Keys

This page is used to set the Transport keys for iClass Seos cards. When the operator uses default keys, the details will be hidden.

When using the default keys, it is necessary to load the default transport keys into the 5G terminal with a configuration card.
Screen 7 – Omnikey Reader Keys

The operator may set the Omnikey reader keys on this screen. These settings only apply to the Omnikey 5022 and 5427. An Omnikey 5x21 will not be affected by these settings.
Screen 8 – Bioscrypt 4G Site Keys

You can allow smart cards (MiFare/iClass) that have been encoded with Secure Admin or Secure Admin Lite to be read by the MA Sigma family of devices. You can enter the site keys manually, if they are known, or you can import the site key file that was generated in Secure Admin or Secure Admin Lite.

“Allow Secure Admin Cards” needs to be turned on/off in the Biometric Device Profile.

The device parameters on this screen will be overwritten when you use and Advanced Biometric Device Profile.

When importing a site key file, you will need to specify a “code” to unlock the site key file. Generally Secure Admin uses the MAC address of the PC to lock this file. You can either select your MAC address from the dropdown list or enter the 12-character key that was used during the creation of the file. These 12 characters need to match the code used during the file creation.
Screen 9 – Certification Management

The Certificate Management page allows viewing and managing certificates bound to the Key Policy. It allows for adding new certificates or deleting existing ones.

Add a Certificate:

After clicking Add on the main Certification Management screen, the screen above will appear. Click Browse and find the Certification File to be utilized. Next, choose the Certificate Type (either PC or MA) to be utilized. Lastly, enter the mandatory Certificate Password. Click Next to return to the management page.

Lock & Unlock

The Lock & Unlock functions in Key Policy will only apply to Key Policies that have a Security Mode of “Extreme”. If the Status is Locked, the Unlock operation will be enabled. This will allow the ability to specify the user defined key. Which will be sent back to the Server to decrypt the Key Policy data for that Key Policy. If the data can be successfully decrypted, the status will be returned as Unlocked.

If the status is Unlocked, the Lock operation will be enabled. This will prompt for the user defined key, which once given will be sent to the Server to lock the Key Policy. The user defined key will be qualified to ensure it’s a valid key. If it is, it will clear unencrypted data from the Server. The Key Policy cannot be read again until the Key Policy is unlocked.
Biometric Device Profile

The Biometric Device Profile will define common settings and parameters for one or more biometric devices. This profile can be applied when adding units into the system from the Biometric Device section of Administration.

Creating a new Biometric Device Profile (Express)

Select the Biometric Device Profile section of Administration and click Add.

Screen 1 – Configuration Details

Enter details for the Biometric Device Profile

| Name: | Name the profile anything up to fifty characters. |
| Description: | Give the profile a description of up to one hundred characters. |
| Configuration Mode: | Can be either Express, Advanced, or External, but in this example, Express is selected. |

Note: It is possible to create a BDP in Express mode, then convert it to Advanced mode: all settings from Express mode are maintained. You may need to set additional parameters available in Advanced mode.

| Log Retrieval Enabled: | When this option is selected downloading logs from individual biometric devices is supported. This is the default functionality. If not selected, retrieving logs from devices is disabled which allows for third party products to retrieve device logs rather than MorphoManager. Realtime logging is not affected. |
| Log Retrieval Interval: | Each Biometric Device is periodically polled to collect any new data and remove stored data from memory. This is the amount of time between each polling sequence. The default is 300 seconds. |
on Biometrics: When turned on, users will be checked for duplicates as they are added to devices. The device can only check new users added. This check is performed by the device and NOT MorphoManager. This feature severely impacts the performance of the “Add User” task. It should only be enabled when absolutely necessary. When enabling duplicate checking on the device, it is necessary to reduce the MA5G User batch Size to no greater than 100.

Morpho Access

Heartbeat Interval: This will determine how often the system checks to see if the Biometric Devices are online.

Key Policy: Select the Key Policy to be utilized on the Biometric Device.

Allow Remote Enrollment: Allows users to be enrolled on selected MA Sigma. Once a user is enrolled on a device, the software will retrieve the user from the device, be inserted into the MorphoManager database, and then distributed to any other Sigma’s as per User Policy settings.

Default User Group For Remote Enrollment: Remotely enrolled users will be placed in the User Policy selected.

Screen 2 – Biometric Device Settings

These values determine the cut off point for a biometric presentation to match with a stored template. A higher value will lead to more false rejections for people with lower quality fingerprints. Lowering the value allows people with lower quality fingerprints to be authenticated, but if the value is too low there is a possibility of a false acceptance. This is only enabled when the Biometric Device type has been detected.

Biometric Device Settings

- General Settings
  - Waspard Profile: Automatically generated random 64bit
  - Language: English
  - Realtime logging enabled: 

- Biometric Threshold Settings
  - Biometric Threshold: Recommended
  - MorphoAccess Vein Print Mode: Universal Fast
  - MorphoAccess Fingerprint Threshold: 
  - Morpho 3D Face Identification Threshold: Medium
  - Morpho 3D Face Verification Threshold: Low

It is recommended the mode set in User Policy for enrolment should be the same mode or a more restrictive mode than the mode set in Biometric Device Profile. Using a less restrictive mode in User Policy than in Biometric Device Profile is likely to increase the False Rejection Rate (FRR) of biometric devices.
**General Settings:**

**Wiegand Profile:** Select the Wiegand Profile to be utilized on the Biometric Device.

If you are utilizing the Wiegand output on the Biometric Devices, you will need to set the Wiegand Profile for the Biometric Device(s) here. The Wiegand Profile you choose for your devices should match the one being utilized for your users which is set in the User Policy section of this manual.

**Language:** Choose the language you wish to use on your Biometric Device display screen.

**Realtime Logging Enabled:** Enable this check box to have access logs sent from the biometric device to MorphoManager in real time. Logs are sent instantly for every finger presentation. By default, this setting will be disabled. It can be enabled only after configuring the settings in System Configuration.

*The port used as the server listening port will need to be opened in your firewall settings.

**Biometric Threshold:** The default is Recommended. However, it can be set to Low, High, Very High, and Custom. Choosing the Custom setting will allow you to set individual threshold properties for the four device types greyed out in the screenshot above. For further detail on the Vein/Print mode options please see the User Policy – Screen 2 section of the manual.

It is recommended the threshold mode set in User Policy for enrollment should be the same threshold mode or a more restrictive mode than the mode set in Biometric Device Policy. Using a less restrictive mode in User Policy than in Biometric Device Profile is likely to increase the False Rejection Rate (FRR) of biometric devices.
Screen 3 - Multi-Factor Mode Settings

This area dictates the matching mode used by the Biometric Devices. This is only enabled when the Biometric Device type has been detected.

Multi-Factor Mode: There are ten individual options and the ability to do a custom selection for each hardware family. The options are as follows:

- **Biometric Only** – Select this option if the Biometric Device is used for identification by biometrics only. With this option, a person does not have to provide any input other than the biometric utilized by that device for identification.
- **Wiegand in** – This option authenticates Wiegand Input to match against a biometric template.
- **Keypad** – This option allows the user to enter a user code or a pin number via the terminal keypad to match against a biometric template.
- **Proximity Card** – This option allows Proximity Cards to be utilized with a Proximity card capable device. Fingerprints will be stored on the device instead of card.
- **HID iClass** – This option allows HID iClass Cards to be utilized with a HID iClass card capable device.
- **Mifare Classic** – This option allows Mifare Classic Cards to be utilized on a Mifare Classic capable device.
• **Mifare DESFire** – This option allows Mifare DESFire Cards to be utilized on a Mifare DESFire capable device.

• **Mifare DESFire EV1** – This option allows Mifare DESFire Cards to be utilized on a Mifare DESFire EV1 capable device.

• **Custom** – The Custom setting will allow you to set individual properties for each of the three hardware families (The Morpho 3D Face, MorphoAccess 100, 500, J, VP, MA SIGMA, MA SIGMA Lite and MA Sigma Lite +) which are greyed out in the screenshot above.

• **Clock and Data In** – This option sets DataClock Input as the trigger event. If selected the Biometric Device will be configured to allow a DataClock Input and verify a user’s fingerprint. This is only supported for 5G devices.

### Screen 4 – Access Control Mode Settings

<table>
<thead>
<tr>
<th>Access Control Mode Settings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access Control Mode:</td>
</tr>
<tr>
<td>Wiegand Out Enabled:</td>
</tr>
<tr>
<td>Clock and Data Out Enabled:</td>
</tr>
<tr>
<td>Panel Feedback Mode:</td>
</tr>
<tr>
<td>Panel Feedback No Response Timeout:</td>
</tr>
<tr>
<td>Relay Enabled:</td>
</tr>
<tr>
<td>Relay Duration:</td>
</tr>
<tr>
<td>Push To Exit Enabled:</td>
</tr>
<tr>
<td>Request To Exit Egress Timeout:</td>
</tr>
<tr>
<td>Decces Wiegand Mode:</td>
</tr>
<tr>
<td>Decces Wiegand Profile:</td>
</tr>
</tbody>
</table>

This area sets the properties for Access Control on your Biometric Devices.

**Access Control Mode:** There are four modes available, None, Integrated, Stand-alone, and Custom. The default here is Integrated, in Integrated you can set the Panel Feedback Mode and Panel Feedback No Response Timeout properties. In Stand-alone mode you can set the properties on Relay Enabled, Relay Duration, Push to Exit Enabled, and Push to Exit Duration. And, lastly in Custom mode you can set all properties.

**Wiegand Out Enabled:** This will determine if your biometric device will output a Wiegand value.

**Panel Feedback Mode:** Allows you to choose between LEDIN and RS485.
Panel Feedback No Response Timeout: This value will determine the length of response time allowed from the Access Control Panel.

Relay Enabled: Each Biometric Device has an on-board relay that can be used to control an external device on successful presentation of a fingerprint. Use this option to activate the relay when a user is authenticated.

Relay Duration: If the relay is activated, this value will determine the length of activation time.

Push to Exit Enabled: This allows the Access Panel to open a door even though the user is not identified on device.

Push to Exit Duration: This sets the length of time the door will remain open if Push to Exit is enabled.

Duress Wiegand Mode: This determines whether the use of Wiegand for duress finger is Disabled, Reversed, or Custom.

Duress Wiegand Profile: If the Duress Wiegand Mode is Custom, this will set the Wiegand Profile to be used during presentation of a duress finger.

Screen 5 – Function Key Mode for MA 100, J, 500, and VP Family
Function Key Mode: This area determines what function keys, if any, will be available on a device (where applicable). Options in this drop down are No Keys, Two Keys, Four Keys, or Nine Keys to be displayed on device. Each key enabled in the list of keys can be renamed to meet individual needs for events in Time & Attendance and Access Log records.

Screen 6 – MA 100, MA J, MA 500 and MA VP Settings

Enable MA 500 Multi-database Mode: This will allow you to enable the Multi-database mode on this family of devices if they have the proper license installed.

Display Name Encoding Code Page: This section allows you to set encoding for the display name for downloading to MA2G devices. Your choices will be:

- Western Europe (Default) (ISO-8859-1)
- Central Europe (ISO-8859-2)
- Southern Europe (ISO-8859-3)
- Baltic (ISO-8859-4)
- Cyrillic (ISO-8859-5)
- Arabic (ISO-8859-6)
- Greek (ISO-8859-7)
- Hebrew (ISO-8859-8)
- Turkish (ISO-8859-9)
- Latin 9 (ISO-8859-15)
Screen 7 – MA Sigma, Sigma Lite, Sigma Lite+, Sigma Extreme, MA VP MD, & MorphoWave Settings

MA Sigma, MA Sigma Lite, MA Sigma Lite+, MA Sigma Extreme, MA Sigma VP, MorphoWave Settings

**Face Detection Settings**

<table>
<thead>
<tr>
<th>Setting</th>
<th>Option</th>
</tr>
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<tbody>
<tr>
<td>Face Detection Mode</td>
<td>Disabled</td>
</tr>
<tr>
<td>Face Logging Mode</td>
<td>Rejected Only</td>
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<tr>
<td>User Experience</td>
<td></td>
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<tr>
<td>Volume</td>
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</tr>
<tr>
<td>Enable idle timeout</td>
<td></td>
</tr>
<tr>
<td>Start video playback after</td>
<td>120 (seconds)</td>
</tr>
<tr>
<td>Turn off screen</td>
<td></td>
</tr>
<tr>
<td>Turn off screen after</td>
<td>120 (seconds)</td>
</tr>
<tr>
<td>Keyboard Mode</td>
<td>QWERTY</td>
</tr>
<tr>
<td>Show Administration Menu</td>
<td>✔</td>
</tr>
<tr>
<td>Show Date and Time</td>
<td>✔</td>
</tr>
</tbody>
</table>

**Face Detection Mode:** Allows you to set the Sigma units to capture a photo when someone is presenting to the device (this works in conjunction with the Face Logging Mode). There are four individual options:

- **Disabled** – Use this option if you want to completely turn off Face Detection photo capture.
- **None** – Will take a 1 photo for the log whether a face is detected or not.
- **Optional** – Takes a series of pictures and choses the best face it detects out of them for the log. However, if the user is rejected (biometric mismatch) AND it doesn’t detect a face, no photo will be used.
- **Mandatory** – Takes a picture in all scenarios (rejected or accepted presentation).

**Face Logging Mode:** This works in conjunction with Face Detection Mode. Which transactions require a face capture to occur.

**Volume:** Set the device volume level to anything from 0-100 for all Sigma family of devices and the MorphoWave.

**Enable idle timeout:** Allows the following to be set on the Sigma and MorphoWave devices (video capacity does not exist for the Lite+ and MA VP MD):

- **Start video playback after** – Parameter to set the idle duration. If no action is performed during this duration, the screen will go into Idle mode. A value between 60s and 3600s.
- **Turn off screen** – When enabled it sets the amount of time that the video will run before the screen will go blank. If disabled, the video will continue to run.
- **Turn off fingerprint sensor when screen turns off** – When enabled it will turn off the fingerprint sensor on the device at the same time the screen is turned off. If disabled, the fingerprint sensor will continue to remain lit.

**Keyboard Mode:** Select whether a QWERTY or AZERTY keyboard will be utilized.

**Show Administration Menu:** Select to allow the Administration Menu to be accessible on the device. If not checked the Administration Menu icon will remain on the screen but access will be disabled. This is selected by default.

**Show date and time:** Select to display the date and time at the bottom of the device LCD screen. This is selected by default.

The *Show Administration Menu & Show Date and Time* feature is applicable only on devices with an LCD display.

### Screen 8 – MA Sigma, Sigma Lite, Sigma Lite +, Sigma Extreme, MA VP MD & MorphoWave

**Settings (continued)**

**SecureAdmin Cards:** When enabled, you will be able to use smart cards that have been encoded in Secure Admin or Secure Admin Lite. This setting only pertains to the Sigma family of devices. You will need to set the Secure Admin Site Keys in the Key Policy menu.

**Enable Finger Authentication Rule:** Enables the ucc.finger_bio_auth.rule Sigma parameter. When enabled, the user will be prompted to present a fingerprint as verification.

**Access Schedules:** When enabled, the access schedule functionality will be switched on for MA Sigma, Sigma Lite, Sigma Lite+ and MorphoWave.
If this system is an upgrade from MorphoManager 9.6.4 or lower, you will need to manually rebuild all MA Sigma devices after enabling the Access Schedules option.

Screen 9 – MA Sigma, Sigma Lite, Sigma Lite +, Sigma Extreme, MA VP MD & MorphoWave
Settings (continued)

Device Password:
- When enabled a numeric non-default password can be set for the device(s).
  - The password can be between four to eight digits long. Once the non-default password has been set, the default password will need to be manually re-entered here to reverse the change.

Secure Communications Mode:
- Turn this on to use TLS communications between the Biometric Device and the MorphoManager Server.

Secure Communications Mode: When using TLS Communications, the port on the Biometric Device will need to be changed from the default which does not use TLS. This can be edited in Biometric Device.

Enforce Certificate Validation: When this checkbox is selected the certificate on the device must match the certificate associated to the Key Policy assigned to this Biometric Device Profile. If the certificates don’t match, a connection to the device will not be established.

Incoming Connection Timeout: This will set the amount of time that MorphoManager will wait for devices to connect to the server when they are in a device-to-server communications mode.
Screen 10 – Function Key Mode for MA Sigma, MA Sigma Lite+ and MorphoWave Key Mode Settings

Function Key Mode: This area determines what function keys, if any, will be available on a MA Sigma, MA Sigma Lite and MA Sigma Lite +, and MorphoWave Key Mode Settings. Options in this drop down are No Keys, Four Keys, or Sixteen Keys to be displayed on device. Each key enabled in the list of keys can be renamed to meet individual needs for events in Time & Attendance and Access Log records. In Sixteen Keys mode any key name field left blank will not show as a button on the device screen.
MorphoManager supports automatic & manual Biometric Device database synchronization. This process allows MorphoManager to periodically poll selected devices to retrieve its user database and compare against the Server’s database and determine if there are any inconsistencies. If inconsistencies are detected, these will be logged for operator review, or can be optionally configured to be automatically resolved without operator interaction.

**Synchronization mode:**

- Disabled – the synchronization functionality is disabled.
- Manual – Synchronization must be initiated manually through the Biometric Device menu.
- Automatic – This is the default synchronization mode. Synchronization will initiate at the scheduled time automatically.

**Resolution mode:**

- Inconsistencies found during synchronization can be resolved by adding missing users to the device, or by removing unknown users from the device. The MorphoManager database is used as the reference point.
- Manual – Operator review, and interaction is required to resolve any inconsistencies found during synchronization.
- Automatic – This is the default resolution mode. Any inconsistencies found will be resolved automatically. No operator interaction is required.
**Synchronization schedule:** This schedule applies to the Automatic Synchronization Mode. It used to determine the days on which the synchronization task should run.

**Time of day to Synchronize:** This only applies to the Automatic Synchronization Mode. Time of day when the synchronization task will start.

**Screen 12 – MA Sigma, MA sigma Lite+, and MorphoWave Custom Media Files**

This wizard screen allows the addition of custom Video, Picture, and Audio files to be used on an MA Sigma and MA Sigma Lite + Custom Media Files. Applying the Biometric Device Profile containing these files to the Biometric Device will place the files onto that device.

**Screen 13 – MA Sigma Custom Parameters**

The MA Sigma Custom Parameters screen allows the user to specify parameters to be sent directly to any MASG device associated to the Biometric Device Profile. The parameters are not verified prior to being sent to the device and will override default parameters.
To enter a custom parameter, click the Add button then provide the parameter name and its value and click Next. The “Value” field is limited to a maximum of 144 characters.

Individual parameters can be edited or deleted by selecting the appropriate button. To remove all existing parameters, select the Clear All button.

**Screen 14 – Morpho 3D Face Settings**

**Enrollment Capture Timeout:** Time the device will attempt to capture a 3D Face during enrollment (default 30 seconds).

**Authentication Capture Timeout:** The maximum time the device will attempt to authenticate/verify a user in verification mode.

**Preview Image Type:** Specifies whether to show the enrollment preview image in color or 3D face surface mode.

**Onscreen Message Timeout:** The amount of time that on-screen messages will be shown to the user.
Screen 15 – Video Phone Server Settings

To utilize the Video Phone features of the MA Sigma only, you will need to add your server here. Adding a Video Phone Server is not mandatory for creating a Biometric Device Profile and you can click Finish on this screen with or without adding the Video Phone Server.

Click Add to add the Name, IP Address and Port of your Video Phone Server.

Click Save when finished.
Creating a new Biometric Device Profile (Advanced)

Select the Biometric Device Profile section of Administration and click Add. On Screen 1 you will select Advanced from the “Configuration Mode” drop down.

The Advanced Profile Screen 2 allows you to configure the various parameters for the Morpho Access 100, 500, J, and VP.

Screen 2 - Wiegand Profile for User ID Conversion

Select the Wiegand Profile to be utilized on the Biometric Device.

Screen 3 - MA 100, MA J, MA 500 and MA VP Advanced Settings

Parameters available for MA2G devices. If you have made changes to the parameters and wish to return to the original defaults on this screen, you can simply click the Default Values button.
Screen 4 – MA Sigma Advanced Settings

Parameters available for MA Sigma devices. If you have made changes to the parameters and wish to return to the original defaults on this screen, you can simply click the **Default Values** button.

Screen 5 – MA Sigma Lite Advanced Settings

Parameters available for MA Sigma Lite devices. If you have made changes to the parameters and wish to return to the original defaults on this screen, you can simply click the **Default Values** button.
Screen 6 – MA Sigma Lite+ Advanced Settings

Parameters available for MA Sigma Lite+ devices. If you have made changes to the parameters and wish to return to the original defaults on this screen, you can simply click the Default Values button.

Screen 7 – MorphoWave Tower Advanced Settings

Parameters available for MorphoWave Tower. If you have made changes to the parameters and wish to return to the original defaults on this screen, you can simply click the Default Values button.
Screen 8 – MorphoWave Compact Advanced Settings

Parameters available for MorphoWave Compact. If you have made changes to the parameters and wish to return to the original defaults on this screen, you can simply click the **Default Values** button.

Screen 9 – MA Sigma Extreme Advanced Settings

Parameters available for MA Sigma Extreme. If you have made changes to the parameters and wish to return to the original defaults on this screen, you can simply click the **Default Values** button.
Screen 10 – MA VP MD Advanced Settings

Parameters available for MA VP MD. If you have made changes to the parameters and wish to return to the original defaults on this screen, you can simply click the Default Values button.

Creating a new Biometric Device Profile (External)

Selecting External for your Configuration Mode allows you to set all parameters on device or via external software that interfaces with the Biometric Device parameters. When selecting External mode this will be the only wizard screen you will utilize.
**Biometric Device**

Biometric devices from five different hardware families can be added here; the MA 100, MA J, MA 500, and MA VP family, the MA Sigma, MA Sigma Lite, MA Sigma Lite +, MA Sigma Extreme, MA VP MD, the Morpho 3D Face, the MorphoWave Tower, MorphoWave Compact, and the Morpho Tablet Terminal.

**Create a Biometric Device**

Select the **Biometric Device** section of Administration and then click **Add** in the toolbar.

**Enter the details for this Biometric Device**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>MA Sigma Extreme</td>
</tr>
<tr>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td></td>
</tr>
<tr>
<td>Asset ID</td>
<td></td>
</tr>
<tr>
<td>Export Value</td>
<td></td>
</tr>
<tr>
<td>Time Zone</td>
<td>(UTC-05:00) Eastern Time (US &amp; Canada)</td>
</tr>
<tr>
<td>Hardware Family</td>
<td>MA Sigma, MA Sigma Lite, MA Sigma Lite +, MA Sigma Extreme, MA VP MD</td>
</tr>
<tr>
<td>Serial Number</td>
<td></td>
</tr>
<tr>
<td>Hostname/VP Address</td>
<td>100.100.100.100</td>
</tr>
<tr>
<td>Port</td>
<td>11010</td>
</tr>
<tr>
<td>Biometric Device Profile</td>
<td>Default</td>
</tr>
<tr>
<td>Include in Time &amp; Attendance Exports</td>
<td>☐</td>
</tr>
<tr>
<td>Change User Onsite / Offsite Status</td>
<td>☐</td>
</tr>
<tr>
<td>Onsite Key</td>
<td>No Key</td>
</tr>
<tr>
<td>Offsite Key</td>
<td>No Key</td>
</tr>
</tbody>
</table>

**Name:** The name of the Biometric Device.

**Description:** A description of the Biometric Device.

**Location:** The installed location of the Biometric Device.

**Export Value:** This value is typically used for Access log exporting when the MorphoManager data needs to be exported to a third-party payroll package. It can have a maximum of 20 characters. When the access logs are exported, the value specified here will be used as the Biometric Device name in the output exported file. This again depends on the requirements of the payroll package and the access log exporter that is configured in the System configuration under T&A General settings.

**Time Zone:** It is important that this field is entered correctly as it will affect the time displayed on the Biometric Device and in which time zone access logs are recorded.
Hardware Family: Corresponds to the model of the Biometric. As mentioned above Biometric Devices from three different hardware families can be added here; the MA 100, MA J, MA 500, and MA VP family, the MA Sigma, Sigma Lite, MA Sigma Lite +, MA Sigma Extreme, and MA VP MD family, the Morpho 3D Face, the MorphoWave Tower and MorphoWave Compact family, and the Morpho Tablet Terminal.

Serial Number: This field is required for the Morpho Tablet Terminal device, but not needed for the other hardware families. The serial number can be found on the device under Settings>Tablet>Status.

Hostname \ IP address: This value is critical. Enter the IP address of the selected Biometric Device.

The IP Address on each device must be manually assigned and must be within the IP range of the network. The IP address must not be used by any other device on the network. An IP Address is not needed for the Morpho Tablet Terminal hardware family.

Port: Port number that the device is configured to use.

Biometric Device Profile: This will allow a common settings and parameters profile to be set for the device added. The profile itself is created in the Biometric Device Profile section of Administration.

Include in Time & Attendance Exports: Enable if the gathered data is to be sent to a Payroll or Rostering package.

Change User Onsite/Offsite Status: Enable if Onsite/Offsite events are to be recorded.

Onsite Key: Determines which function key on the device will be utilized to set a user Onsite.

Offsite Key: Determines which function key on the device will be utilized to set a user Offsite.

After all information has been entered click Finish to save the changes or Cancel to discard the changes. You will now see the new Biometric Device in the window and its status will be Online, provided the PC and device are correctly connected and configured. The Tasks column shows the count of the queued or the failed tasks.

Modify a Biometric Device

To modify a Biometric Device, left click on a device and click Edit on the toolbar. A wizard will open showing the information entered when the Biometric Device was created. Change any of the values required and click Finish to save changes or Cancel to discard changes.
Delete a Biometric Device

Select the device to delete and click Delete on the toolbar. To delete a Biometric Device, you must remove ALL user policy and user access. A Biometric Device cannot be deleted if any user still has access. This ensures that all user access has been correctly revoked.

Biometric Device Status and Tasks

When viewing a list of Biometric Devices, the status column indicates the status of each Biometric Device. Online means the Biometric Device is responding to communication requests. Offline means that the Biometric Device is not responding to communication requests. A new status, Never Connected, has been added in MorphoManager version 11 to indicate the device has never been online.

The tasks column indicates the number of tasks remaining for the Biometric Device to process. Clicking on the Queued Tasks and Failed Tasks tab in the details section allows these tasks to be reviewed. Clicking on Logs allows review of access logs retrieved from that Biometric Device if this functionality is enabled.
Troubleshooting and Maintenance

In the example screen above, the “Delete User” task failed. The message below explains the reason for the failed task.

**Toolbar Functions**

**Refresh** – This does not get the latest status from the devices. The refresh button gets the last known status from the MorphoManager server and refreshes the view.

**Synchronize** – Initiates the Synchronize task if it is enabled in the Biometric Device Profile.

**Get Logs** – This functionality is enabled by default and allows currently stored transactions from the biometric device to be downloaded into MorphoManager. Automatic retrieval occurs every 5 minutes, by default. If this functionality is disabled in the Biometric Device Profile the following message is displayed if Get Logs is clicked:

View **Sync Log** – This button will be enabled when inconsistencies have been detected that need to be resolved manually. When no inconsistencies exist, this button will be disabled.
From the Synchronization log, you can choose to add the missing user to the device. Likewise, when an unknown user exists on the device, the operator can choose to remove that user from the device.

**Set Date/Time** – Updates the Biometric Device’s clock to the time on the server. This command is run automatically once a day at the time specified in the system configuration.

**Rebuild** – The rebuild function will remove all tasks in the queue and create new tasks to configure the device. The following tasks are created when rebuilding a device:

- Get logs – Gets all the access logs from the device, and clears the device access logs after retrieval
- Set date and time – Sets the date and time based on the MorphoManager Server time and device time zone
- Reset media files – Removes all existing media files
- Delete existing access schedules – All access schedules on the device are removed
- Set configuration – Applies the Biometric Device Profile to the device
- Delete all users – This is an optional task. Removes all users from the device
- Add users – This is an optional task. All the users, that are eligible for upload, are sent to the device.

This function should only be used if the device is not operating as expected. Unexpected behavior could occur if a device was moved from another site and contained existing users from that site. During normal operation any users who are added or deleted through user management are updated on the Biometric Device in real time.

**Set Online** – MorphoManager monitors and displays the status of every Biometric Device. If a device has gone offline, clicking **Set Online** will attempt to connect to the device and go online. The status of the Biometric Device will change to “Pending Online” while the connection is occurring. If there is a problem connecting to the Biometric Device the status will revert to “Offline”.

![Editing Biometric Device Synchronization](image)
Wiegand Profiles

This section allows you to view, add, edit & delete Wiegand Profiles in MorphoManager. Wiegand Profiles define what information is output over the Wiegand Out interface of the Morpho Biometric Devices when a user is identified. This is most typically used in conjunction with an Access Control System.

Create a Wiegand Profile

Screen 1 – Configuration Details

Enter details for this Wiegand profile

Name: Name the profile anything up to fifty characters.

Description: Give the profile a description of up to one hundred characters.

Bit Length: Designate the overall bit length needed for your profile.

Screen 2 – Wiegand Profile Elements

On Screen 2 you will be able to add the elements needed to make up your Wiegand Profile. Click Add to select the element needed from the drop down. There are many element types that can be used to construct a Wiegand Profile:
• **Parity:** Indicates a single bit that is typically used for error detection. Parity is calculated over one or more bits within the entire profile and can be Even or Odd.

• **Fixed:** Indicates a value that is common to all users of this Wiegand Profile. Typical examples of fixed values are Facility/Site codes. This value is set once in the Wiegand Profile and will then be used by all users of this Wiegand Profile.

• **User:** A value that can be entered during enrollment for each user. A typical example of a User value is a User ID.

• **User (Proximity):** Like the User value, this value is defined during enrollment, but is read from a connected proximity card.

• **User (CSN):** Like the User value, this value is defined during enrollment, but is read from an ISO/IEC 14443 smart card’s serial number.

• **User (HID iClass/iClass SE PACS Data):** Like the User value, this value is defined during enrollment, but is read from the HID iClass/iClass SE PACS (Physical Access Control System) information on the card.

• **User (HID iClass SEOS PACS Data):** Like the User value, this value is defined during enrollment, but is read from the HID iClass/iClass SEOS PACS (Physical Access Control System) information on the card.

• **Clock and Data:** A unique value that will be used as a user’s identifier. The difference between the “User” element type and “Clock and Data” element type is the latter will save the value as a string value. This means that an ID of 01 will be different than 001. Both these values are unique when using this element type. This wiegand element is only supported for 5G devices.

Once the element has been selected the details screen for that element can be populated as in the example below. Once the screen is populated click **Next.**
You will be taken back to the Wiegand Profile element screen (below) and it will now be populated with the element you just added.

Once you have built out all the elements needed to make up your Wiegand Profile, you can click FINISH.
User Policy

User polices are used to apply access rights and rules to all members of the group.

Users cannot exist in the database without being assigned to a User Policy. However, a User Policy can exist without having access to any Biometric Device. This can be useful for segregating users who, for security or other reasons, should not be stored on a device.

Create a new User Policy

Screen 1 – Details

Enter the details for this User Policy

Name: Name of the user policy.

Description: Description of the purpose of the user policy.

Access Mode: This value determines the access to Biometric Devices that users in this policy will have.

- **All Biometric Devices and Clients:** Users in this policy have access to all Biometric Devices.
- **Per User:** Users in this policy will have access to the Biometric Device(s) specified in the User Distribution Groups selected for them in User Management and cannot be overridden.

Checking the Allow MA 500 database selection during user enrollment allows you to choose the section of an MA 500 where you want to add your user. The MA 500 must have an extended license for 50k users. When adding a new user, you will have a drop-down menu of zero to four. This is where you decide which of the five sections of the database you want to add the user to.

Access Schedule: Any Access schedules that have been created in the Access Schedule menu (Administration / Access Schedules) will appear in this dropdown menu. Access times will be restricted/permitted as set up in the Access Schedules menu.
Extended User Details: If enabled, additional user information such as Phone Number(s), Email, and Address can be entered for a user.

Wiegand Profile: Select the Wiegand Profile you wish to use for users in this User Policy.

The Wiegand Profile you choose for your users should match the one you utilize for your biometric access devices set in the Biometric Device Profile section of this manual.

User Authentication Mode: Designate the authentication mode you wish to utilize for user placed into this User Policy.

Show Photo Capture Page: If enabled, the Photo Capture wizard screen will be shown in User Management when adding or editing users.

Screen 2 – Details for Finger Biometric Options

Finger Biometric Enrollment
Minimum Fingers: Designate the minimum number of fingers that will be captured during user enrollment. Options are None, One, Two, Three, (with third as the Duress Finger), and Ten. Please note that MA 100, MA J, MA 500, MA VP devices require a minimum of two enrolled fingers.

Preferred Finger One: Designate the first preferred finger for capture on the Finger Biometric Enrollment wizard screen of User Management.

Preferred Finger Two: Designate the second preferred finger for capture on the Finger Biometric Enrollment wizard screen of User Management.

Preferred Duress Finger: Designate the Duress Finger to be captured on the Finger Biometric Enrollment wizard screen of User Management.
Duress Finger can only be utilized on the Morpho Sigma, MA Sigma Lite, and MA Sigma Lite + of readers.

Vein / Print Mode
Designate the mode to be utilized during enrollment with an MSO VP. This mode must align with the Biometric Threshold settings set in the Biometric Device Profile for MorphoAccess Fingerprint Threshold.

The following modes are available:

**Universal Fast**: Universal fast is the recommended vein/print mode. Universal fast provides the fastest biometric capture and is an excellent trade-off between security, biometric spoofing and ease of use. This mode offers the lowest failure to enroll rate. It is likely that users who experience difficulties enrolling on fingerprint only devices can be successfully enrolled on vein/print devices configured to this mode.

**Universal accurate**: Universal accurate is very similar to universal fast profile but with more time allowed for biometric data capture during enrollment and matching. This mode is recommended only when the biometrics of a significant number of users are difficult to enroll due to extreme conditions, such as very cold temperature and/or highly damaged fingerprints.

**Anti-spoofing**: Anti-spoofing provides a very high level of biometric spoofing detection. Anti-spoofing is more restrictive than universal fast and universal accurate. This mode is recommended when detection of a physical live finger is desired. This mode requires that vein network biometric data must be found under the skin of the finger. This mode is recommended when a lower False Acceptance Rate (FAR) is more important than a low Failure to Enroll (FTE) rate.

**Full multimodal**: Full multi-modal provides the highest level of security during biometric capture and biometric matching. Full multi-modal is the most restrictive mode. This mode requires that vein network biometric data must be found under the skin of the finger. This mode is recommended when the lowest False Acceptance Rate (FAR) is more important than a low Failure to Enroll (FTE) rate.

It is recommended the mode set in User Policy for enrollment should be the same mode or a more restrictive mode then the mode set in Biometric Device Policy. Using a less restrictive mode in User Policy than in Biometric Device Profile is likely to increase the False Rejection Rate (FRR) of biometric devices.
Screen 3 – Details for Wave Biometric Options

Enter the details for wave biometric options

**Wave Enrollment Minimum Hands:**
Designate the minimum number of hands that will be captured during user enrollment. Options are None, One, or Two.

**Show Wave Biometric Capture Page:**
If enabled, the Wave Biometric Capture wizard screen will be shown in User Management when adding or editing users. It can only be disabled if the Wave Enrollment Minimum Hands is set to None.
Access Schedules

Access Schedules allow access times to be set for the Biometric Devices. Up to 58 individual Access Schedules can be created. The Access Schedules are applied to users via the User Policy section of MorphoManager. Thus, a user’s access via the Sigma family of devices will be governed by the Access Schedule set on their User Policy.

Create an Access Schedule

Screen 1 – Details

<table>
<thead>
<tr>
<th>Adding Access Schedules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter details for the MA Sigma Access Schedule</td>
</tr>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Description:</td>
</tr>
</tbody>
</table>

Name: Name of the Access Schedule

Description: Description of the Access Schedule

Screen 2 – MA Sigma, Sigma Lite, Sigma Lite+, Sigma Extreme, MA VP MD, and MorphoWave access schedules

This section will create Access Schedules pertaining to the MA Sigma, Sigma Lite, Sigma Lite+, Sigma Extreme, MA VP MD, and MorphoWave devices. They allow for up to two periods of access to be set per day on the devices. Each period per day can be set up in increments of fifteen minutes.

From this screen set the times needed in fifteen-minute increments. If a day is not set (left blank), no access will be allowed for users of the Access Schedule on that day.

The Access Schedules setting (page 38) needs to be enabled in the Biometric Device Profile menu for Sigma, Sigma Lite, Sigma Lite+, Sigma Extreme, MA VP MD, and MorphoWave devices. If the setting is disabled, the access schedules will not be applied to these devices.

Select Time Slots for MA Sigma, MA Sigma Lite, MA Sigma Lite+, MA Sigma Extreme, MA Sigma VP,
Screen 3 – MA 100, MA J, MA 500 and MA VP access schedules

This screen allows you to create access times by selecting from the table with fifteen-minute steps across 24 hours for each day of the week. Click and drag the mouse over the required areas to select and deselect times. The time area in blue indicates access is allowed. White indicates access is denied. The buttons “Allow All Access” and “Deny All Access” can be used to clear or set access for all days and times.
**User Distribution Group**

User Distribution Groups are designed to distribute users onto groups of MA readers or MorphoManager Clients. To be utilized the user must be in a User Policy that has its Access Mode set to “Per User”. Then the User Distribution Groups will be selectable when creating (or editing) a user.

**Create a User Distribution Group**

**Screen 1 – Details**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Name of the User Distribution Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description:</td>
<td>Description of the purpose of the group.</td>
</tr>
</tbody>
</table>

**Screen 2 – Select Biometric Device Access**

Select the Biometric Device(s) that this group will have access to. The “Select All” button will allow access to all Biometric Devices. The “Clear All” button will remove access to all devices.
User Authentication Mode

User Authentication Mode(s) will set which authentication triggers will be utilized by users. The parameters are designated here and then a specific User Authentication Mode will be chosen as part of a User Policy. Users added to the system will have their authentication triggers governed by the User Authentication Mode portion of the User Policy they are placed in.

There are four automatically generated User Authentication Modes:

Create a new User Authentication Mode

Screen 1 – Details, MA 2G Family Mode, and 3D Face Mode

Name: Name of the User Authentication Mode.
Description: Description of the purpose of the mode.
MA 100, MA J, MA 500, and MA VP Mode: Select None or the desired authentication mode from the dropdown menu.
**Identifier Template Downloaded to Device:** The user is authenticated by presenting their finger at a Biometric Device and matching with fingerprint data stored on the Biometric Device. Or, they can key in their authentication identifier at the device and then present their finger.

**Identifier Template Encoded to Smartcard:** The user carries a card with a Wiegand code on it and touches it on the Biometric Device. If the code read from the card is in the list of accepted Wiegand codes stored on the Biometric Device the fingerprint scanner is activated. The user is authenticated by presenting their finger at the Biometric Device and matching with fingerprint data stored on the card.

**Identifier PIN Encoded to Smartcard:** The user carries a card with a Wiegand code on it and touches it on the Biometric Device. If the code read from the card is in the list of accepted Wiegand codes stored on the Biometric Device the keypad is activated. The user is authenticated if the PIN code entered matches the stored PIN code.

**Identifier Template PIN Encoded to Smartcard:** The user carries a card with a Wiegand code on it and touches it on the Biometric Device. If the code read from the card is in the list of accepted Wiegand codes stored on the Biometric Device the keypad is activated. If the PIN code entered matches the stored PIN code the fingerprint scanner is activated. The user is authenticated by presenting their finger at the Biometric Device and matching with fingerprint data stored on the Biometric Device.

**Identifier Encoded to Smartcard:** The user carries a card with a Wiegand code on it and touches it on the Biometric Device. The user is authenticated if the code read from the card is in the list of accepted Wiegand codes stored on the Biometric Device.

**Identifier from Smartcard Identifier Template Downloaded to Device:** The user carries a card with a Wiegand code on it and touches it on the Biometric Device. If the code read from the card is in the list of accepted Wiegand codes stored on the Biometric Device the fingerprint scanner is activated. The user is authenticated by presenting their finger at the Biometric Device and matching with fingerprint data stored on the device.
Morpho 3D Face Mode:

**Identifier Template Download to Device:** The user is authenticated by presenting their face at a 3D Face Reader Biometric Device and matching with 3D Face data stored on the Biometric Device.

**Screen 2 – Details for MA Sigma, MA Sigma lite, MA Sigma Lite+, MA Sigma Extreme, MA VP MD, and MorphoWave Modes for this User**

**MA Sigma, MA Sigma Lite, MA Sigma Lite+, MA Sigma Extreme, MA Sigma VP, MorphoWave Settings**

```
Mode: [Enabled]

Download Identifier To Device: [ ]
Encode To Smartcard Mode: [None]
Template Location: [None]
Pin Location: [None]
Allow Start By Biometric: [ ]
Allow Start By Contactless Card: [ ]
Allow Start By Keyboard: [ ]
Allow Start By Wiegand In: [ ]
Require Pin: [ ]
Require Template Match: [ ]
```

**MA Sigma, MA Sigma Lite, MA Sigma lite+, MA Sigma Extreme and MorphoWave Mode:** Can be left as None if you are not utilizing MA Sigma devices.

**Download Identifier to Device:** Will download the users Wiegand Code to the MA Sigma.

**Encode to Smartcard Mode:**

- **Allow:** Will allow smartcard coding for a user but will not prompt during user creation.
- **Allow and Prompt:** Will allow smartcard encoding for a user and will prompt to encode the card during user creation.
Template Location:

**Download to Device:** Will download users’ biometric template onto the MA Sigma.

**Encoded to Smartcard:** Will encode user’s biometric template onto a smartcard.

**Download to Device and Encode to Smartcard:** Will download users’ template onto the MA Sigma and encode users’ biometrics template onto a smartcard.

PIN Location:

**Downloaded to Device:** Will download users PIN onto the MA Sigma.

**Encoded to Smartcard:** Select when you want to encode the user’s PIN onto a smartcard.

**Allow Start by Biometric:** Allow the trigger for authentication to be started by presenting the user’s finger to the Sigma.

**Allow Start by Contactless Card:** Allow the trigger for authentication to be started by presenting the user’s smartcard to the Sigma.

**Allow Start by Keyboard:** Allow the trigger for authentication to be started by touching the keyboard screen icon on the Sigma.

**Allow Start by Wiegand in:** Allow the trigger for authentication to be started by receiving a Wiegand in signal to the Sigma.

**Require PIN:** Makes using a PIN mandatory for authentication.

**Require Template Match:** Makes using correct biometric template for user authentication.
Operator Role

Creating and modifying Operator roles is an advanced feature that should only be used by experienced operators.

Screen 1 – Operator Roles Details

Enter the name for this operator role.

Screen 2 – Custom Commands

Select the custom commands this operator role will allow access to.

Screen 3 – Entity Access

Select the entities this operator role will have access to and the type of access (view, add, edit, delete, import, export).

NOTE: This screen allows you to restrict or grant operators the ability to import / export users.

Screen 4 – Report Access

Select the reports this operator role will have access to.
Screen 5 – User Interface Access Set

Select the user interface elements this operator will have access to.
Notifications

Setting up a Notification event will allow specific notifications to be sent when a certain condition is met. For example, a notification when a biometric device has gone offline.

Notifications will only be emailed if the Gateways section of System Configuration is correctly set.

Create a new Notification

Screen 1 – Details

Name: Name of the Notification.

Description: Description of the Notification’s purpose.

Access Mode: Determines what event will trigger the Notification being generated and sent.

Notification Type: Determines how the Notification will be sent.
Screen 2 – Select Biometric Devices

Select the Biometric Devices that will be monitored for the trigger type selected on Screen 1. The Filter option in the toolbar can be used to narrow down the devices which appear on the list.

Screen 3 – Email List

The Email List screen will allow for configuring what the emails subject line will be and to whom it will be sent. Email addresses can be Added, Edited, and Deleted. At least one recipient must be present to click Finish.
Clients

Clients are computers that have the MorphoManager Client software installed and communicate with a MorphoManager server.

Screen 1 – Enter the details for this Client

<table>
<thead>
<tr>
<th><strong>Name:</strong></th>
<th>Name of the computer the client is installed on.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description:</strong></td>
<td>A description of the purpose of the client.</td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>The physical location of the client computer.</td>
</tr>
</tbody>
</table>
Screen 2 – Select the tabs displayed on this Client

Select the tabs that are displayed on this client. MorphoManager will need to be closed and restarted for the changes to take effect.
Screen 3 - Camera Configuration

Setup the camera that is connected to this client. If the camera is configured here, then the settings are visible in “Capture Photo” in the User Management when enrolling the User. And if a Camera is Configured in “Capture Photo” in the User Management then the settings are visible in the Camera Configuration of the Client.
Screen 4 - Enrollment Devices

Select the Enrollment Devices you wish to utilize in MorphoManager during User enrollment. You can specify any MorphoSmart device to use the first detected MorphoSmart for finger enrollment, or alternatively select a specific device (if more than one is attached to this PC) or use a selected MorphoAccess Sigma device for enrollment.

For card encoding, you can select:
1. any PC/SC device to utilize the first detected device (not recommended)
2. a specific PC/SC device (Recommended setting)
3. a selected MorphoAccess for card encoding.

Key Policy can be selected to determine the keys utilized to encode contactless cards.

The MorphoAccess device must be accessible from the MorphoManager client for the purposes of on device contact enrollments. The MorphoManager client will make a connection directly to the device and will not route the traffic through the MorphoManager server.

On device contactless enrollments require the MorphoAccess device to be accessible from the MorphoManager Server. The MorphoManager Server will make a connection directly to the device and will not route the traffic through the MorphoManager Client.
Scheduled Reports

Scheduled reports enable the periodic generation and delivery of reports based on a predefined set of criteria.

SMTP Settings must be configured in system configuration before a scheduled report can be created.

To add a new scheduled report, click the Add button.

Fill in the details for the scheduled report and click Next.

Select the format of the scheduled report. Options are pdf, word document, or excel spread sheet.

Select the type of report that will be generated and enter the details for that report type. The scheduled report will use those details each time it automatically generates a scheduled report. Some report types allow for an offset to be entered. This allows reports to be generated for a specific date range relative to the current date e.g. A report can be set to run every week for the last seven days.
Click **Next** to go to the next page when the details are correct.

Enter the email subject, body of the email and the recipients.

To add a recipient, type the email address in the text box and click **Add Email Address**. To edit an existing email address, select the address to change, type in the new address and click **Change Selected Email Address**. To remove a recipient, select the email address and click **Remove Selected Email Address**. This information will be used whenever this scheduled report is generated. Click **Finish** to save the scheduled report.

To change the details of the selected scheduled report, click on **Edit** in the toolbar. To remove the selected scheduled report, click on **Delete**. To generate the selected scheduled report now instead of waiting for the predefined generation interval, click on **Run Report Now**.
Card Template

A card template is used to print ID cards for enrolled personnel.

Screen 1 - Details

Enter a name for the template and select the layout of the card.

Screen 2 - Design

Use this screen to design the layout of the card. A region is an item that can be moved around and will be replaced by the actual data when the card is printed (e.g. First Name). A background image can also be added for logos or artwork that is required on the card. To edit a region, click on it or select it from the list below, and change the options using the toolbar items. The region’s alignment (left, center or right), font and type can be changed. The size of the region can be changed by dragging the boxes on the edges of the region. To change a background image region, select the region and click Load Image. To remove a region, select it and click Delete Region.
Card Encoding Log

This area is designed to store a log of all smartcards encoded via MorphoManager. Information will include the Date\Time stamp, the Card Type, Serial Number, and username. The username will be shown as Unknown if the user has been deleted from the system.

Event Logs

Here you will find the history of internal actions performed by MorphoManager. A common error is a failed attempt by MorphoManager to communicate with the Biometric Device. This situation will occur if, for example, there is more than one Biometric Device, and all are in error – this may well point to the network hub being switched off or if power to all Biometric Device has been interrupted.

A Send to Support button is available when discussing an error with the support team. You may be asked about the information on the screen and asked that the log be emailed to support for further analysis. When clicked, the log file is automatically attached to a new email using the default email client on the PC. Where it can be examined by support staff to help determine the process needed to rectify any fault conditions.

The “export logs” action is useful for a situation where the MorphoManager PC is not connected to the Internet, allowing the file to be saved in a location for future reference. To export event logs, click on Save to Disk button and save it in the location needed. The last selection allows for the start and end date and times to be selected. Select the destination for the file and click Save.

Exception Logs

Exception logs store messages that are created by MorphoManager in the event of an internal action not producing the expected results.

The Export Logs and Email Logs to Support icons provide the same functionality as previously outlined in event logs.
System Configuration

Section 1 – Time and Attendance

Access Log Exporter

These setting are used for manual and automatic access log exporting to a Payroll or Rostering software package. You need to select the format you want the exported data to comply with. You may choose from:

- Comacc
- Preceda
- Timeminder
- PowerForce
- RosterOn
- MYOB Enterprise
- MorphoManager Standard*
- Kronos
- Pay Global (Employee ID/Wiegand Usercode)
- SOdb
- TimeAmerica.
- ASTROW
- TimeKeeper
- MorphoManager Standard with GPS Coordinates**

**MorphoManager Standard with GPS

This format will include GPS coordinates, obtained from the MorphoTablet V2, in the exported Time & Attendance report. The MorphoTablet V2 is the only device that supports GPS coordinate logging.
**MorphoManager Standard Export Format**

The **MorphoManager Standard** format will be exported as a comma-separated file (*.csv) with the following layout:

Date & Time, Device Export Value, Employee ID, First Name, Last Name, Time & Attendance Key

e.g.
20171229152619,Front Door,0023,John,Doe,IN

The **MorphoManager Standard with GPS** format will be exported as a comma-separated file (*.csv) with the following layout:

Date & Time, Device Export Value, Employee ID, First Name, Last Name, Time & Attendance Key, GPS Latitude, GPS Longitude, 0

e.g.
20171229152619,Front Door,0023,John,Doe,OUT,N 33° 50" 14',W 84° 22" 21',0

---

For logs to show in the Time & Attendance report, it is necessary to enable the option - Include in Time & Attendance Exports - in the Biometric Device menu.

---

**Automatic Access Log Exporter**

Click on the check box for **Automatic export access log information** and select a destination for the exported file.

Enter the default file name and destination for the file. The directory MUST exist on the server computer as the file will be saved to the server’s hard drive.

The file will be exported at the interval specified at **Export access log data every**.
Section 2 – Communications Engine

Maximum Active Communication Channels: The maximum number of active communication channels.

MA5G User Batch Size: Sets the batch size of users to be sent to a device.

Number of concurrent tasks per CPU core: Limits the number of concurrent tasks per CPU core to improve system performance.

System Event Log: Select the types of information to write to the system event log.

Realtime Access Log Recording Settings*: These settings are to be configured to use the Realtime Access logs for a Biometric Device. *The port used as the server listening port will need to be opened in your firewall settings
Section 3 – System Functionality

Default Tab
This defines the tab selected by default when MorphoManager starts.

Default User Policy
This defines the User Policy that will be used as default when creating a user to the system.

Default Biometric Device Profile
This defines the Biometric Device Profile that will be used as default when adding a Biometric Device to the system.

Default Wiegand Profile
This defines the Wiegand Profile that will be used as default when adding a User Policy and Biometric Device Profile to the system.

Default User Authentication Mode
This defines the User Authentication Profile that will be used as default when adding a User Policy to the system.
Default Key Policy
This defines the Key Policy that will be used as default when adding a Biometric Device Profile to the system.

User Management
This allows you to control how many users will appear on your User Management screen. If you have more than the amount in the value filed, you can use filtering to find the additional users.

User Onsite/Offsite
This will be turned off by default. When turned on Biometric Devices that are set to use their Onsite/Offsite functionality will set the users to either Onsite or Offsite in the Onsite/Offsite section of MorphoManager. The users Onsite or Offsite status is recorded during the Get Logs task. If this is left disabled, no recording of Onsite/Offsite change is populated in the Onsite/Offsite section during the Get Logs.

Section 4 – System Management

**Log Management**

<table>
<thead>
<tr>
<th>Maximum system error logs:</th>
<th>500</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum system event logs:</td>
<td>500</td>
</tr>
<tr>
<td>Maximum access logs:</td>
<td>10000</td>
</tr>
<tr>
<td>Maximum access log age (Days):</td>
<td>1095</td>
</tr>
</tbody>
</table>

**Disabled User Management**

Users that are disabled through User Management and through a configured BioBridge system will follow the selected rule.

- Never Delete
- Delete Immediately
- Delete After: 90 (days)

Log Management
These settings are in place to prevent any log files from becoming unmanageable due to their size. The above values are the default values. When the log count reaches these values, the oldest logs are deleted until they are within the values specified.

Disabled User Management
Users who are disabled in User Management will be governed by the following options:

Never Delete: This is the system default. Users who are disabled will never be deleted from MorphoManager.
Delete Immediately: Users will be deleted immediately from MorphoManager when disabled.

Delete After: Users will be deleted from MorphoManager after the assigned amount of day set here when disabled.

Section 5 – Gateways

The Gateway settings are used to receive emails for Scheduled Reports. These settings are specific to the Mail server. For further assistance, to configure the gateway settings, please refer to your IT support.

Automatic Certificate Binding Mode.

Section 6 – Connector Service

Enter the settings for the connector service.
Section 7 – BioBridge

Completely optional, BioBridge allows you to extract user data from compatible third-party systems. User/grouping information can be “synced” by the BioBridge Enrollment Client when you set the configurations for the respective third-party system. You can set “rules” for when data is synced between both parties.

**System**
Choose your BioBridge compatible system from the drop-down menu.

**Configure connection**
Connection credentials for the third-party software.
Wiegand Profile
Most (but not all) BioBridge compatible systems use a specific Wiegand format to identify users/cardholders. This can be specified on Cards, Card Types or can be specified as a “Wiegand Format”. Please select the Wiegand format in use from the drop-down menu.

Grouping Mode
This setting determines how MorphoManager should map BioBridge users into MorphoManager User Distribution Groups. This can be done by either automatically trying to map based on the names (Automatic), or by manually selecting which BioBridge Access Level maps to which MorphoManager User Distribution Group.

Enable Forced User Policy
By activating this feature, you can select a User Policy from the drop-down menu. The 3rd party user will automatically be placed in this User Policy during the enrollment process started in the BioBridge Enrollment Client. The User Policy selected here must be a “Per User” access mode policy.

User Synchronization Start Time and End Time
The user synchronization engine will only be permitted to run in this time frame.

Delay between Each User Synchronization
The duration that the User Synchronization Engine will sleep between each user sync. Increase the delay time to use less system resources, but this will also extend the time it takes for all the users to be updated.

Allow User Sync While User Cached Is Refreshing
When enabled, the User Synchronization engine will run in parallel to the User Cache Refresh. This is very taxing on system resources. It is recommended to disable this setting when using large databases.

User Cache Refresh Schedule
The specified times when the user cache refresh may start. The ideal schedule would be 24/7, but this is not always possible with large databases.

User Distribution Group Mappings
Displays and allows for modification of how the BioBridge groups map to MorphoManager User Distribution Groups (if using Manual Grouping Mode). If no MorphoManager User Distribution Group is selected for a BioBridge Grouping, those users will not be available for enrollment into MorphoManager.

For vendor specific details, please refer to the separate BioBridge Quick Start Guide manuals.
Section 8 - Privacy Mode
This mode will allow customers to enroll card-only users (i.e. Card-only, Card + PIN, Card + Fingerprint, Card + Fingerprint + PIN) without saving their details to the MorphoManager database. This mode will apply to all User Policies and will only apply to new enrolments. Users who are enrolled in this mode will not appear in User Management. Additionally, if Privacy Mode is enabled log retrieval will be disabled.

![Privacy Mode](image)

Section 9 – MorphoTablet
Enter the port the tablet will communicate with the MorphoManager Server.

![MorphoTablet V2](image)

Section 10 – Password Rules
Password Rules allow setting of password complexity for Operators on the system and for Key Policies in Extreme mode. By default, there are no password complexity rules enforced, but that can be configured here.

![Password Rules](image)
Section 11 – Card Template Priority

This page allows setting of card template encoding priority and allows the enabling of duress finger to be encoded on cards for the MA Sigma family of devices.

**Enable Contact Fingerprint Encoding**
When disabled, the system will not encode fingerprint templates to smartcards.

**Encode duress finger to card**
When enabled, the system will encode a third fingerprint, the duress finger, to the card, if it is enrolled. Only the Sigma family devices support a duress finger.
**Card encoding template priority**
This section determines which template types to encode to a card. The default setting is “Fingerprint Templates” and this will provide the optimum performance. If you are using any FVP devices, select the “Finger-vein Templates” radio button to ensure that the FVP templates get encoded to the card. The last option, “Standard Templates”, is only for advanced users. This option is locked, but may be unlocked on the Finger Template Capture options tab.

**Enable Contactless fingerprint encoding**
When enabled, an operator will be able to encode contactless fingerprint templates to a smart card.

**Number of contactless fingerprints to encode**
Determines how many fingerprints, overall, will be encoded to the card.
- 8: four fingers per hand will be encoded to the card
- 2: one finger per hand will be encoded to the card

*A VERIF license on the MorphoManager server is required to encode contactless fingerprints to a smartcard*
Section 12 – Finger Template Capture Options

Computer Template Coding Options: Configures the template formats that will be coded when an enrollment is performed using MorphoKit.

ANSI/ISO template Unlock code: If you wish to use ANSI or ISO templates, you need to contact Morpho Support to unlock these template types.
Device Template Coding Options: configures the (single) template format that will be coded when an enrollment is performed using MorphoSmart.

Allow juvenile template coding: Used when capturing fingerprints of a young person

Force Device Template coding: This option will override any license present and use the configuration for “Device Template Coding Options”

Store WSQ image: Stores the WSQ image of the fingerprint. A license is required for this option.

Section 13 – Display Options

Selecting to display user defined fields will show another page in the user wizard that collects the information as set in these fields. Select the fields to display, if information is mandatory, and assign names for the fields.

Section 14 – MorphoWave

MorphoWave Unlock

Please contact Morpho support to unlock Enrollment 2 for MorphoWave.
User Management

This setting can only be unlocked with an unlock code obtained from Morpho support.

MorphoWave Identification

Enabling this feature will load MorphoWave enrolled users into cache when the MorphoManager Server is started. If this feature is not selected only users who are edited will be loaded into cache.

Section 15 – Duplication Control

ID Duplication

Check if user’s ID is unique
During user add and edit, the current user’s ID will be checked against the existing database of users to determine if this current user has a unique ID. This option is disabled by default.

Allow users with duplicate IDs
This is a sub-setting of Unique User ID Check. When enabled, the operator will be presented with a warning that a duplicate ID was detected. The operator may continue with this duplicate ID or amend the ID before continuing the enrollment process for the user.

When disabled, the operator will be presented with a pop-up message that a duplicate ID has been detected. Only once the duplicate ID has been resolved will it be possible to save the user.

**User Fingerprint Duplication**

To prevent an operator from enrolling duplicate fingerprints when users are added to the system.

**Prevent duplicate fingerprints within a user record**

During user enrollment a verification will be performed to verify the presented fingerprint is only enrolled once. This setting only checks for duplicates within a user’s own record during the enrollment process.

**System Fingerprint Duplication**

A system-wide fingerprint duplicate search will occur based on the schedule defined in this section. This search collects and stores the results to view in a report. The search can be CPU intensive, therefore the search should be scheduled during off-peak times.

The system-wide fingerprint duplicate search details can be viewed in the Matcher Settings.

Results of the search can be viewed in the Fingerprint Duplicate Report.

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**Leading zeroes are significant and MorphoManager takes leading zeroes into account when determining if the ID is unique. E.g. ID 001 is not the same as ID 0001. Excluding leading zeroes in the Wiegand ID fields is best practice.**

**A VERIF license on the MorphoManager client is required to prevent duplicate fingerprints within a user record**

**An IDENT and VERIF license, on the MorphoManager server, is required to prevent duplicate fingerprints between user records**

**An IDENT and VERIF license, on the MorphoManager server, is required to run the matcher**
Run fingerprint duplication check

This button will launch the system-wide duplicate fingerprint search. The button is only enabled when the matcher status is “Ready”. This search may take many hours before the results can be viewed in the Duplicate fingerprint report.

Matcher settings and information

MorphoManager runs a matching engine to determine if fingerprints are unique and to search for duplicates in the database.

Identification threshold
A higher setting translates to more minutiae points that need to match before a duplicate can be confirmed. A higher setting may lead to less duplicates being detected and potentially not find duplicates that do exist.
A lower setting translates to less minutiae points that need to match before a duplicate can be confirmed. A lower setting may lead to more duplicates being detected and potentially falsely flag two fingerprints as duplicates.

**Current matcher status**
The Current status of the matcher.

- **Initializing**: The matcher is starting up
- **Available**: The matcher has completed its last system-wide search and is ready to run again. This also means the matcher is ready to be used for the duplicate detection between user records.
- **Running Report**: A system-wide duplicate search is currently processing
- **Unknown**: The status of the matcher is not known
- **Inadequate license**: An IDENT license has not been detected on the MorphoManager server.

**Last execution date/time**
The last time the system-wide search started.

**Last execution status**
The status of the last system-wide duplicate search.
User Management

Users are people who will have their biometric data (or minutia) sent to the selected Biometric Device for identification purposes for either access control or time and attendance. Select the user management tab to access this area.

User Details

Information about a user’s Details, Logs, and Biometrics is available when a user is highlighted in the list of users.

Details:
If a user has been Disabled, their disabled date and the Operator who disabled them will appear on the Details tab.

Logs:

![Logs Screen]

Biometrics:

![Biometrics Screen]

The templates captured for the user will be shown. Templates for the user can be Exported and Imported from this screen.
Creation and enrollment of a User

To create a new user, select the click the Add button on the Toolbar. This will display the User Wizard.

Screen 1 – User Details

Enter the details for the new user.

User Policy: Select the User Policy that this user will belong to. This is an important selection, as the policy will determine Biometric Device access and other access control and time & attendance settings.

First Name: User’s first Name (Required)

Middle Name: User’s Middle Name

Last Name: User’s Last Name (Required)

Date of Birth: Enter the date of birth of the user. This can be entered in several different ways. E.g. 30th May 1975 could be entered in the following ways 30/5/75, 30-5-75, 30 May 1975, 30 5 1975.
Screen 2 – Additional Details

**Job Title:** The user’s job title.

**Employee ID:** A company specific code that may be assigned to a user. If used for “Time and Attendance”, this field should match the employee number from the Payroll or Rostering software.

**Biometric Device Display Name:** The information displayed upon acceptance by the Biometric Device and defaults to the First and last name of the user.

**Comments:** Any additional information that is relevant to that person.
Screen 3 – Contact Details

This page and the User Defined Fields page to follow are only visible if “Display Extended user policy details” has been enabled on the selected User Policy. If so, enter the details for the selected user.

Screen 4 – User Defined Fields

These fields are set in System Configuration>Display Options. Up to ten fields can be named and set as mandatory.

Screen 5 – Wiegand Values (If a Wiegand Profile is set)

The User ID can be put in manually or by utilizing the Randomize button. This screen is only available if you have changed the User Policy to have a Wiegand Profile set, rather than leaving the default setting of “Automatically generated random 64 bit”. Additionally, a Read Card Serial Number button will be present if you utilize one of the Wiegand Profiles referencing Card Serial Numbers.
Screen 6 – User Distribution Groups

If your User Policy is a Per User access mode, you will be able to select the group of biometric devices you want to place the user on.

Screen 7 – Photo Capture

Position the person in front of a plain background so that all their face is visible in the picture, like a passport photo. Once the user is positioned correctly click Capture Photo. Click on the image in the top left corner and drag towards the bottom right drawing a square around the part of the photo to keep. This can be done many times until the correct area is selected. Click Accept Changes to accept the changes if no camera is connected just click Next.

If the person is not available to have their photo taken, click Person not at Camera, to skip photo capture.
If the photo is not acceptable, click **Update Photo** to recapture the photo. Photos can be imported and exported using the corresponding buttons. Additional configuration options for the camera can be changed by clicking on **Configure Camera**.

**Screen 8 – PIN Code**

![Screen 8 - PIN Code](image)

**PIN Code:** Will be utilized and appear on screen when the authentication mode is set to one including PIN. Ex. Smartcard + PIN.
Screen 9 – 3D Face

The 3D Face reader will scan a user’s face and capture a 3D rendering of the image. To scan a user’s face, align the face on the device until the device indicates the face has been recognized.

Once the face is recognized the message on the device will change to “Look here and center your image.” Once the face is centered and the scanning process begins the message on the device will change to “Face detected Do not move.” A progress bar is shown on the device showing the user being scanned the status of the scan. Once complete the message “Enroll Success” will be displayed on the device.

When a scan is successful the image below is seen.
If the face was not able to be scanned the image below will be seen and the face capture process will need to be performed again. When this occurs, it is most often because the user moved during the scanning process.

![Screen 10 - Wave Enrollment](image)

**Screen 10 – Wave Enrollment**

The number of hands required for full enrollment of the user is dictated by that setting in User Policy. To start the captures, click on one of the hands.
If either of the following conditions occurs a “No Device” message box will be displayed when you select a finger to enroll:

- There is no fingerprint reader connected
- The correct licensing is not in place for the device.

If the reader is connected correctly the following screen below will be displayed.

Move your hand through the Wave sensor which should now be illuminated. You will then see the results of Wave 1 appear on screen. If it is successful, you will then be prompted to present for Wave 2.

If it is not successful, you will see a red X in the elements of Wave 1 that were not successful. Move your hand through the sensor again until Wave 1 is completed.
Upon successful completion of both Wave 1 and Wave 2, the following screen will appear.

Once the enrollment is complete for Wave 1 and 2, click Next. The screen below will appear showing captured hand and quality displayed on the right. In the event a user is not being recognized at any MorphoWave Device, click Clear <enrolled finger> finger enrollment to allow re-enrollment.
Screen 10 – Fingerprint Capture

Positive Identification and general performance of MorphoManager is maximized by the quality of the fingerprint captured during enrollment. MorphoManager has been designed to reject poor quality fingerprints; however, it is still possible they may slip through.

The default fingers that the system suggests you enroll are set at the User Group level and are flashing orange. **You do not need to use these fingers as you can click on others. However, you will need to set at least Finger 1 from the respective drop-down list after fingerprint capture.**

If either of the following conditions occurs a “No Device” message box will be displayed when you select a finger to enroll:

- There is no fingerprint reader connected
- The fingerprint reader connected is the wrong model for the software.

If the reader is connected correctly the following screen below will be displayed.
Click on a finger and have the user place their finger in the center of the scanner glass. You will then see the print appear on screen. There are four scans performed on each finger; the first three are used to create the biometric template. The system selects the best elements of each print and consolidates those features, allowing a greater range of presentations to be recognized. The fourth print is used for verification purposes. Below each enrollment image a color bar will be displayed indicating the quality of the print as it is being captured. Green indicates quality is above recommended quality. Orange indicates the quality is above the minimum but below the recommended quality. Operators with administrative rights are permitted to accept fingerprints of this quality. Red indicates the quality is below the minimum, the user must re-enroll.

Follow the instructions on screen. Green indicates ready to capture. Orange indicates that a finger is presented but the capture has not finished yet. Check the instructions to ensure the finger is placed correctly. When the border is red, the current finger capture is finished. Continue until all boxes are filled.

Once the enrollment is complete, you will see the screen below (this example is utilizing a Duress Finger). Captured finger quality is displayed on the right. In the event a user is not being recognized at any Biometric Device with enrolled fingers, click Clear <enrolled finger> finger enrollment to allow re-enrollment.
The key to capturing a high-quality fingerprint is to visually look for a clearly presented pattern that is centered and square with the right amount of pressure. Don’t hesitate to retry the capture if you are unsatisfied. For assistance refer to the fingerprint capture guide. Click Finish to save the user or cancel to discard changes.

To get the best performance from your MorphoManager software and Biometric Device hardware, care must be taken with enrollment of users into the system. Below are examples of fingerprint capture which could result in either false acceptance or false rejection of users at your Biometric Device. We also suggest that the Biometric Device be mounted at a height of approximately 1 meter from the ground. Mounting the Biometric Device at this height will facilitate full finger presentation when using the Biometric Device. Mounting the Biometric Device significantly higher or lower on the wall makes presentation of a full fingertip much more difficult.
Figure 1

This is an example of a finger that has been cleaned of oil by methylate spirit. Very little information is shown on the print to develop the algorithm. This can happen if you use hand wipes or hand cleaners prior to using the Biometric Device. If the hand cleaners are used for infection control or similar requirements, either use the hand cleaner after using the Biometric Device or provide a hand cream solution to replace the natural body oils stripped from the hands.

Figure 2

This is an example of a print where the person being enrolled has used only light pressure and partial presentation of the tip of the finger. The user will have difficulty presenting the same portion of the finger when clocking “On” or “Off” if this is allowed during enrollment. This type of enrollment could also lead to a significant number of false acceptances which is where a user is identified incorrectly. This is because there is little information in this portion of a fingerprint to develop a good algorithm.
Figure 3

Figure 3 shows the finger being presented in two different places on the enrollment device. The MSO300 or 1300 will discard any non-matching prints and average those remaining out of the three presentations. If the third print was in a different place again, the software would either accept one as being a match and use that or reject the enrollment. However, matching on two prints isn’t as good as three identical prints.

Figure 4

In this example the captured finger has a large amount of oil on it and pressure was quite high on the reader lens. This will probably work okay but is not ideal. A user needs well defined ridges and troughs as well as intersection points in the print. These sites are the matching points used to develop the algorithm which is the finger template that subsequent finger presentations are matched against at the Biometric Device.
Figure 5

This is an example of the presentation required for the best possible enrollment by a user. This example has good information like visible ridges and intersection points for development of the algorithm by the enrollment device. A full print is presented to the window and even pressure from the finger. The print should use as much of the finger phalange as possible.

**User Management Toolbar**

There are several additional functions available for user management.

**Edit**

Opens the already saved user details for viewing or editing.

**Delete**

Use with caution as the user’s details will be permanently deleted. This operation cannot be undone.

**Refresh**

Refreshes the user list from the database. This will update the display with the most current data.

**Encode Card**

Starts the card encoding process for the selected User. The process will encode data to a contactless smart card based on what is configured in both the User Policy and the Card Template Management page in System Configuration.
Delete Encoding

Starts the Delete Encoding process for any card. This process will attempt to delete as much data as possible from any given card. **NOTE:** This function is only supported for use with USB Card readers. If your client is configured to use a MA Sigma as a card encoding device, you will not be able to use this function.

Disable User

When a user is disabled, they no longer have access to any Biometric Device. All access logs and user information will be retained for reporting. Disabled users can be enabled at any time. Disabled users are considered when checking for duplicate ID’s and biometrics.

Verification - Database

Verifies a presented fingerprint against the fingerprint stored in the MorphoManager database. If the fingerprints match, a “Verification Successful” message is displayed along with the verification score. If the fingerprints don’t match, a “Verification Failed” message is displayed.

Verification can verify contact and contactless fingerprints. The current selected tab will determine which fingerprint type will be verified.

The device that will be used for verification is set in the Clients menu and is the same device as the enrollment device.
Export
Exports the selected user to an XML file. Users can later be imported via the “Import” button.

Import
Individual or Multiple users can have their information imported into MorphoManager via the Import feature. Individual users can have their demographic data and biometric templates imported. However, Multiple users will only have the demographic data for those users. Biometric template capture for the users can then be done later.

For more information about the importing of multiple users, please refer to the Import Users from CSV File Guide.

Add Photo
A photo from disk can be used as the user’s photo. This is useful if a camera is not connected to the PC.

Filter
The display of users can be filtered by clicking the Filter button. Select the required items and click Ok. The list of users will automatically be updated using the new filter information. To return the filters to their original state click Reset Filters. To display all users click Show All.
Biometric Identification

Used to identify a user by their fingerprints. It is possible to do an identification on contact templates and contactless templates.

An IDENT and VERIF license, on the MorphoManager server, is required to run the matcher which performs the identification.

Contact Fingerprint Identification

Select the Contact Identification tab to identify a user by their fingerprints using the configured Contact Enrollment device.

Once the user presents their fingerprint to the device an “Identified” or “Not Identified” screen will be shown.

Identified: The identified user’s name, photo and identification score will be displayed.

Not Identified: If the captured fingerprint is not matched against a previously enrolled finger, the “Not Identified” screen will be shown.
Contactless Fingerprint Identification

Select the Contactless Identification tab to identify a user by their hand using the configured Contactless Enrollment device.

Once the user presents their hand to the MorphoWave device an “Identified” or “Not Identified” screen will be shown.

**Identified**: The identified user’s name, photo and identification score will be displayed.

**Not Identified**: If the captured hand is not matched against a previously enrolled hand, the “Not Identified” screen will be shown.
Onsite/Offsite

The Onsite/Offsite tab is hidden by default. To access this section, it will need to be turned on in the Clients section of Administration. Once it has been checked, log out and back into MorphoManager. Additionally, it’s functionality to record Onsite and Offsite movement needs to be enabled via the User Onsite/Offsite section on the System Configuration>System Functionality tab.

The Onsite section is used to show which users are currently onsite or offsite. The Onsite and Offsite items in the tree view on the left can be expanded to show user groups.

NOTE:

To manually set a user onsite/offsite, click on the User in the Main screen and click on Set User Off-Site or Set User On-Site.

Depending on the Biometric Device Onsite mode that has been set, the users will be shown in onsite or offsite.
Access Logs

An access log is a record of transactions recorded by the system.

To filter the display of access logs, click Filter. Enter or select the details for filtering and click Ok. To reset the filters to their original state, click Reset Filters.

Before the access log can be exported, you need to create an Export profile. This is an initial setup procedure and is performed only once unless you need to export to another type of time and attendance application. The following error will be displayed if the profile has not been created.
Refer to the system configuration section for instructions on configuring an access log export profile.

Once an access log exporter has been set-up, click on **Export Access logs** and you are presented with a window showing the destination of the file. Enter a file name with its extension and click on **Save**.

Note: Employee ID and Export value must be present to be exported into the logs. Biometric Device name and User ID are NOT exported.

The following is an example of Exported Access logs.
Reports

The reports center has a variety of reporting options for displaying information about user activity.

**List Report:** Displays a list of all items in the selected category (Biometric Device, Operators and Users)

**User Policy Members Report:** Displays a list of all users that are members of the selected user policy.

**Activity Reports:** These reports will show all activity for the selected item type.

**User Activity Report**

- Select the desired date range. The default **Date Range** date and time is one week previous.
- Select the User. Enter the first few characters of both the first and last name. Select Search. Once the user is on the screen, select the user and click **Generate Report**.

**Biometric Device Activity Report**

- Select the desired Date Range. The default **Date Range** date and time is one week previous.
- Select the Biometric Device. Enter the first few characters of the name of the Biometric Device. Select Search. Once the Biometric Device is on the screen, select the Biometric Device and click **Generate Report**. If you are not sure of the name or spelling of the Biometric Device, click on **Search** with an empty search box and all the Biometric Device will appear.

**User Policy Activity Report**

- Select the desired Date Range. The default **Date Range** date and time is one week previous.
- Select the User Policy. Enter the first few characters of the name of the policy. Select Search. Once the policy is on the screen, select it and click **Generate Report**. If you are not sure of the name or spelling of the policy, click on **Search** with an empty search box and all the user policies will appear.

**All Activity (included all users and Biometric Device).**

- Select the desired Date Range. The default **Date Range** date and time is one week previous.
- Click **Generate Report**.

**Inactivity Report**

- Select the desired Date Range. The default **Date Range** is one week previous.
- Select the User Policy. Enter the first few characters of the name of the user policy. Select Search. Once the user policy is on the screen, select the user policy and click **Generate Report**.
List Report

- Select the Report type from the options Biometric Device, Operator, User and User Policy.
- Click Generate Report.

User Policy Members Report

- Search and select the User Policy and click on Generate Report.

Permissible Report

- Select the Report type (Biometric Device or User).
- Search for the Biometric Device name or the username and click on Generate Report.

User ID duplicate report

This report launches a search for duplicate wiegand ID’s. If any duplicate ID’s are found, they will be listed in this report.

Fingerprint Biometric duplicate report

This report will display the results of the system-wide duplicate fingerprint search. The search is not launched each time this report runs. The report will only display the data from the last system-wide duplicate fingerprint search. If any users are found to have duplicate fingerprints, they will be listed in this report.
Windows Certificate Store

Importing a Certificate to the Store

Begin by locating the certificate to be placed in the certificate store. Right click on the certificate and choose the Install PFX option.

A Certificate Import Wizard will appear. Under the Store Location option, select Local Machine and click Next.
The next page will allow you to specify the file to import. The location of your certificate should already be provided in the File Name field space.

Next, enter the certificate’s password. This is the password that should already be associated with the certificate, not a new one. Check any additional import options that may be applicable.
The next page allows you to select which store the certificate will be imported to. You can choose to have the store automatically selected, however, since MorphoManager will be expecting the certificate to reside in either the Personal store or the Trusted Root Certification Authorities store, select the option that allows you to place the certificate to the store of your choosing and browse to the store’s location.

Finally, ensure that the information provided on the last screen is correct and click the Finish button to begin the import process. Once complete a prompt will appear informing you that the import was successful.
Checking the Certificate Store

To check that the certificate has been imported to the store, begin by typing ‘certificates’ until you see the Manage computer certificates option appear. Click to open.

Once the certificate store opens, locate the folder that was specified during the import process. You should see your new certificate. It may be hard to tell which one is newly imported, so you may want to take note of which ones were there before hand. Additionally, multiple may have been imported from what appeared to be one.
Tools and Utilities

The following tools and utilities can be found in the Windows Start Menu under the MorphoManager folder.

Database Management

Database Backup Tool

The Backup Tool allows for the backup of SQLCE database. Systems running SQL Server will need to contact Microsoft for backup information.
When you start the Database Backup Tool, you will be prompted for backup directory. Select the directory you want to back up the database to.

Browse
Click Browse to change the backup directory

Start Backup
Starts the backup process.

SQL Compact to SQL Server Database Migrator

This tool copies a SQL CE database’s table schema and data to a designated Microsoft SQL server database when the system grows beyond the limits of SQL CE. It utilizes the SQL CE database in use by MorphoManager by default.

For customer support on Microsoft SQL Server, please contact Microsoft SQL Server TechCenter.

Migrating a database

The following instructions are for upgrading the default SQL CE database to Microsoft SQL Server.

- **BACKUP YOUR CURRENT DATABASE.**
- Install and configure Microsoft SQL Server.
• Create a new database (MorphoManager) in SQL Server.
• Stop MorphoManager Server
• Start the SQL Compact to SQL Server Database Migrator tool.
• Connection String Details (the source is automatically filled)

![Connection String Details](image)

- Enter the Target SQL Server connection string for the SQL Server database that was created.
- Test Connection. Once this is successful, move to the next step.

![Migration Status](image)

• Click **Migrate Database**.
• Confirm the migration of data.
• Once complete, confirm that MorphoManager will now use this new SQL Server database.
Biometric Device Setup

Biometric Device Profile Creation Tool

This tool will allow you to generate a Biometric Device Profile from MA2G or MA5G family parameters that are set on a device. The data will be collected, and a file created that can be imported into MorphoManager to utilize as an advanced BDP.

The Tool can be accessed by clicking on the start menu, then selecting “MorphoManager”, followed by “MorphoManager Biometric Device Profile Creation Tool”.

IP/Hostname: IP/Hostname of the device that is intended to be used.
Port: Default
Hardware Family: There are two options in the drop down.
   - MA 100, MA J, MA 500 or MA VP
   - MA Sigma

![Biometric Device Profile Creation Tool](image-url)
**MEMS Migrator**

The MEMS Migrator tool will migrate users from the MEMS database selected into MorphoManager. MEMS users and their groups will be migrated to User Policies and User Distribution Groups in MorphoManager. An empty User Distribution Group will be created for every MEMS Group migrated. Biometric Devices can then be added to the User Distribution Groups to mimic the MA(s) used in the MEMS groups.

- Select the MEMS database type and file to migrate
- Click **Test Connection** to see if it is valid (see screen shot above).
- If valid, select the Wiegand Profile to use for migrated users.
- Click **Migrate Database**.
- When the Migration Status panel shows a successful migration, the migration process is finished.
SecureAdmin / SecureAdmin Lite Migrator

The SecureAdmin Migrator tool will migrate users from a SecureAdmin or Secure Admin Lite database in either SQL or Oracle platforms into MorphoManager. SecureAdmin users’ demographics & biometrics are migrated. The migration tool allows the user to specify which SecureAdmin user group(s) and biometric template type(s) are migrated to the specified MorphoManager user policy. The tool is intended to be installed on the same PC as the SecureAdmin / SecureAdmin Lite server and will auto-detect the SecureAdmin / SecureAdmin Lite database to simplify the migration process. A manual connection string can also be entered. The SecureAdmin Migrator tool is available from your Morpho support representative.

The tool will step the user through a series of screens filtering how data is to be migrated.

Below is a summary of the SecureAdmin Migrator tool screens.

1) SecureAdmin Database Type & Connection String: Auto-detects (manual connection also available) and tests the connection to the SecureAdmin database to be migrated into MorphoManager
2) Template Types to Migrate: Template types to migrate can be selected or omitted on this screen
3) User Migration Options: User can select SecureAdmin User Groups and/or individual template types to map to MorphoManager User Policy (shown below)
4) Confirmation Dialog: A dialog will be displayed indicating that continuing the migration process will overwrite previously migrated data in the MorphoManager database except for newly captured Morpho biometric templates
5) Migration Progress: A status bar will provide the status on the migration process
6) Summary: A summary of successfully migrated users, failed users and a total of all users. The option to export lists for both successful and failed users is also available.
MA Sigma Firmware Update Tool

The Firmware Update Tool is designed to be used only for the Sigma Family of hardware (5G).

Create a Firmware Update job

From the home screen above click Add to create a Firmware Update job to be executed.

Screen 1

Set the date and time to run the firmware update job. By default, it will run immediately. However, this can be scheduled to run at a future date and time. Click Next.
Screen 2

Select the Biometric Device(s) connected to MorphoManager that will be included in this Firmware Update. Click Next.

Screen 3

Browse and select the firmware update version file to be applied to the Biometric Devices selected on Screen 2. Click Finish. The tool will return to the main screen below.
The Firmware Update jobs generated will be listed on the main screen with their execution status, date and time. Unexecuted jobs can be edited or deleted. Completed ones can be deleted. If the job status shows it has failed, further detail can be found in MorphoManager’s Event Log.

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Scheduled Execution Date/Time</th>
<th>Actual Execution Date/Time</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>9/24/2015 1:16:00 PM</td>
<td>9/24/2015 1:16:37 PM</td>
<td>Completed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9/24/2015 1:29:00 PM</td>
<td>1/2/2016 12:00:00 AM</td>
<td>Pending</td>
</tr>
</tbody>
</table>
Biometric Device Wiring

MA 500 / MA 500+ Series: New Block board wiring
MA 500 Series: Old block board wiring

- Tamper switch
- Relay
- Anti theft opto
- Wiegand IN
- Dataclock IN
- COM RS422 / RS485

- Power supply source
  - External +12V DC
  - Power Over Ethernet

- Wiegand OUT
- Dataclock OUT

- Ground security reference

- Ethernet Terminal block or RJ45
MA Sigma Series: Cabling Diagram

Inversion of +12V and GND will damage the product.

1. Power supply +12V
2. Power ground
3. Switch 1
4. Switch 2
5. Digital ground
6. Digital output

1. Wiegand IN 0
2. Wiegand IN 1
3. Wiegand OUT 0
4. Wiegand OUT 1
5. Wiegand LED 1
6. Wiegand LED 2

POE

1. Digital Input 0
2. Digital Input 1
3. Digital Input 2
4. Digital Output 0
5. Digital Output 1
6. Digital Output 2

1. Relay 1
2. Relay 2
3. RS422 RX-
4. RS422 RX+
5. RS422/485 TX+
6. RS422/485 TX-
MA Sigma Lite Series: Cabling Diagram
Ethernet Interface (LAN 10 Mbps)

T568B and T568A RJ45 Wire Positions

<table>
<thead>
<tr>
<th>Pin</th>
<th>Signal</th>
<th>T568B Connection</th>
<th>T568A Connection</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tx (+) (Transmit Data +)</td>
<td>White Orange</td>
<td>White Green</td>
</tr>
<tr>
<td>2</td>
<td>Tx (-) (Transmit Data -)</td>
<td>Orange</td>
<td>Green</td>
</tr>
<tr>
<td>3</td>
<td>Rx (+) (Receive Data +)</td>
<td>White Green</td>
<td>White Orange</td>
</tr>
<tr>
<td>4</td>
<td>No Connection</td>
<td>Blue</td>
<td>Blue</td>
</tr>
<tr>
<td>5</td>
<td>No Connection</td>
<td>White Blue</td>
<td>White Blue</td>
</tr>
<tr>
<td>6</td>
<td>Rx (-) (Receive Data -)</td>
<td>Green</td>
<td>Orange</td>
</tr>
<tr>
<td>7</td>
<td>No Connection</td>
<td>White Brown</td>
<td>White Brown</td>
</tr>
<tr>
<td>8</td>
<td>No Connection</td>
<td>Brown</td>
<td>Brown</td>
</tr>
</tbody>
</table>
Biometric Device TCP/IP Ethernet Wiring

Create a straight-through connection when connecting the Biometric Device into a Hub/Switch

Create a cross-over connection when connecting the Biometric Device directly into a computer.

<table>
<thead>
<tr>
<th>RJ45 Wire Positions</th>
<th>Biometric Device Wiring</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>T568B</td>
<td>T568B</td>
<td>Straight-through</td>
</tr>
<tr>
<td>T568B</td>
<td>T568A</td>
<td>Cross-over</td>
</tr>
<tr>
<td>T568A</td>
<td>T568A</td>
<td>Straight-through</td>
</tr>
<tr>
<td>T568A</td>
<td>T568B</td>
<td>Cross-over</td>
</tr>
</tbody>
</table>

For a straight-through connection match the T568B RJ45 Wire Positions to the T568B Biometric Device TCP/IP Ethernet Wiring.

For a cross-over connection, match the T568A RJ45 Wire Positions to the T568B Biometric Device TCP/IP Ethernet Wiring.

For a straight-through connection match the T568A RJ45 Wire Positions to the T568A Biometric Device TCP/IP Ethernet Wiring.

For a cross-over connection, match the T568A RJ45 Wire Positions to the T568B Biometric Device TCP/IP Ethernet Wiring.

Power Supply source

<table>
<thead>
<tr>
<th>MA 500 / MA 500+ Series OMA</th>
<th>500 Series</th>
</tr>
</thead>
<tbody>
<tr>
<td>1+12V In Positive 12 Volts, power supply</td>
<td>Red Power Cable</td>
</tr>
<tr>
<td>2GND/ALIM In Ground power supply</td>
<td>Black</td>
</tr>
<tr>
<td>Ground In Ground security reference</td>
<td>Yellow/green</td>
</tr>
</tbody>
</table>

External power supply: Must conform to CEE/EEC EN60950 standard 9V to 16 Volts ± 5% (regulated) 1.5 Amp minimum (peak) Power may come from a 12Volt Wiegand power supply, conforming to the Security Industry Association’s Wiegand standard March 1995, able to deliver 9 Watts.

In standard operating activity, typical power consumption is 4.5 Watts. In extreme temperature conditions, with all options (USB Flash drive, 12V output for Wiegand in), maximum power consumption is up to 9 Watts. These Biometric Device make use of POE functionality; if Ethernet network is POE compatible, power supply may come from Ethernet wiring.
### Wiegand output wiring

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MA 500 / MA 500+ Series</strong></td>
<td><strong>OMA 500 Series</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>D0</td>
<td>Out</td>
<td>Wiegand D0</td>
<td>Green</td>
</tr>
<tr>
<td>2</td>
<td>D1</td>
<td>Out</td>
<td>Wiegand D1</td>
<td>White</td>
</tr>
<tr>
<td>3</td>
<td>LED1</td>
<td>In</td>
<td>Wiegand LED in 1 (Option)</td>
<td>Brown</td>
</tr>
<tr>
<td>4</td>
<td>LED2</td>
<td>In</td>
<td>Wiegand LED in 2 (Option)</td>
<td>Gray</td>
</tr>
<tr>
<td>5</td>
<td>GND</td>
<td></td>
<td>Ground for Wiegand</td>
<td>Black</td>
</tr>
</tbody>
</table>

### Wiegand input wiring

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MA 500 / MA 500+ Series</strong></td>
<td><strong>OMA 500 Series</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>D0</td>
<td>In</td>
<td>Wiegand D0</td>
<td>Blue</td>
</tr>
<tr>
<td>2</td>
<td>D1</td>
<td>In</td>
<td>Wiegand D1</td>
<td>Yellow</td>
</tr>
<tr>
<td>3</td>
<td>LED</td>
<td>Out</td>
<td>Wiegand LED Out 1 (Option)</td>
<td>Orange</td>
</tr>
<tr>
<td>4</td>
<td>+12V</td>
<td>Out</td>
<td>12 Volts Power output (150mA max)</td>
<td>Red</td>
</tr>
<tr>
<td>5</td>
<td>GND</td>
<td></td>
<td>Ground for Wiegand</td>
<td>Black</td>
</tr>
</tbody>
</table>

### Output relay and Tamper-Switch

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MA 500 / MA 500+ Series</strong></td>
<td><strong>OMA 500 Series</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>CRO</td>
<td>Contact relay normally open</td>
<td>Red</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>CRC</td>
<td>Contact relay normally closed</td>
<td>Orange</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>CR</td>
<td>Contact relay common</td>
<td>Yellow</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>TSW2_1</td>
<td>Tamper switch Contact 1</td>
<td>White</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>TSW2-0</td>
<td>Tamper switch Contact 0</td>
<td>Green</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>ATSW1_1</td>
<td>Anti-theft switch Contact 1</td>
<td>Not available</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>ASTW1_0</td>
<td>Anti-theft switch Contact 0</td>
<td>Not available</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ground</td>
<td>Not connected</td>
<td>Black</td>
<td></td>
</tr>
</tbody>
</table>