plusID Manager
Operators Manual

for use with plusID personal identity verification devices

Version 1.2
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PRIVARIS®

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Section I: GETTING STARTED

1. Introduction

plusID Manager is the software application used to issue plusID™ personal identity verification devices. It enables the enrollment and configuration of devices by an authorized Enrollment Administrator, or other designated personnel.

2. What is a plusID Device?

plusID is a universal biometric token that replaces access cards used to enter secured buildings and passwords used to log on to computers. plusID uses its owner's fingerprint to verify their identity before granting access. It works in much the same way that a remote control is used to operate a television or a garage door, but requires its authorized owner's fingerprint to "unlock" the device for operation.

3. What is Enrollment?

Enrollment is a key component to plusID device issuance. It is what makes the device work for its enrolled owner and no one else. During enrollment a user's fingerprint images are captured, encoded, and securely stored as templates on the plusID device. During regular operation, any live fingerprint presented to the device is compared to the templates stored on the device to ensure that only the authorized user can operate the device. This comparison, or matching process, is called verification. Enrollment readies a device to be used for verification.

The enrollment process also includes assigning access credentials to the buttons found on the front of the device. This is what enables the plusID device to be used for physical access to doors and facilities.

4. System Components

- One (1) CD-ROM containing the Privaris plusID Manager software application and documentation
- plusID device(s)
- One (1) available USB port on the computer running plusID Manager
- One (1) mini-USB cable (packaged with each plusID device)
- Microsoft® Windows® 2000 SP4, XP Home, XP Professional or Vista
- 64 megabytes of RAM
- 50 megabytes of available hard drive space
- 800x600 minimum screen resolution

5. How It Works

The plusID Manager software communicates with plusID devices over a USB connection. When connected to the USB port of a computer, the blue light on the device stays on to show that a connection between the device and the PC has been made.

6. Securing plusID Devices

a. The Administrator PIN & Device Registration

plusID devices are secured to a specific organization through the assignment of an Administrator PIN. It is what prevents the manipulation of issued plusID devices by outside organizations and malicious or otherwise non-authorized parties.

The Administrator PIN is assigned to the device during registration (when the device is connected to the plusID Manager application for the first time) and is securely stored on the device.

Each issuing organization must select an Administrator PIN (Personal Identification Number) that will be used by Enrollment Administrators to enroll and update all plusID devices. This PIN should be treated as a corporate secret and guarded in the same manner as other keys/passwords that grant access to valuable resources. It is recommended that the Administrator PIN only be accessible by officers of the company and designated Enrollment Administrators/Security Personnel.

! *If the Administrator PIN is lost or forgotten you will **not** be able to reset the Administrator PIN that is installed on devices during device registration and you will not be able to access or modify any previously issued devices.*

! *It is highly recommended that each organization select a **single** Administrator PIN for all plusID devices. Creation of more than one PIN will result in a population of devices having different PINs and there is no way to determine what PIN is on a device other than by trial and error (with a limited number of attempts).*

! *If the Administrator PIN were ever to be compromised, issued devices would be susceptible to manipulation by outside organizations, and the security of corporate physical and logical assets would be placed at risk.*

b. Single Administrative Authority

Each plusID device can have only one administrative authority (i.e., managed by one installation of the plusID Manager). For security purposes, once issued, the device can only be modified or updated using the same computer on which it was originally registered. The only way for a registered device to be updated using different workstation than the one on which it was registered is for the device to be disassociated with the computer (see "Change Device Manager" in Section II.9.c.), and then re-registered to a new computer.

! *This version of the plusID Manager software is not intended to be installed on more than one computer/workstation per organization.*

If trying to connect a previously issued device registered by another computer, a Security Advisory will appear (Figure 1). Upon acknowledging this message, any administrator-related functions (such as biometric enrollment or credential assignment) are removed from the normally available user interface options.

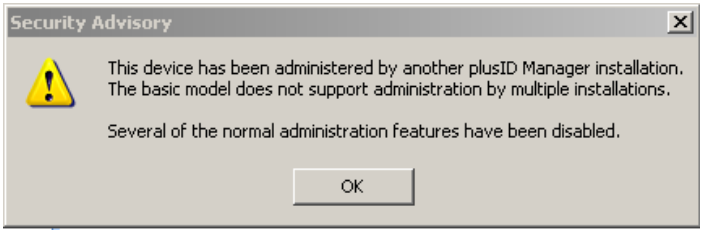


Figure 1

7. plusID Manager Installation

The CD containing the plusID Manager software will run automatically when inserted in the CD-ROM drive, provided auto run is enabled, and will display the plusID Manager Setup Wizard (Figure 2). If the installation program does not run automatically, navigate to the CD-ROM drive and double click setup.exe.

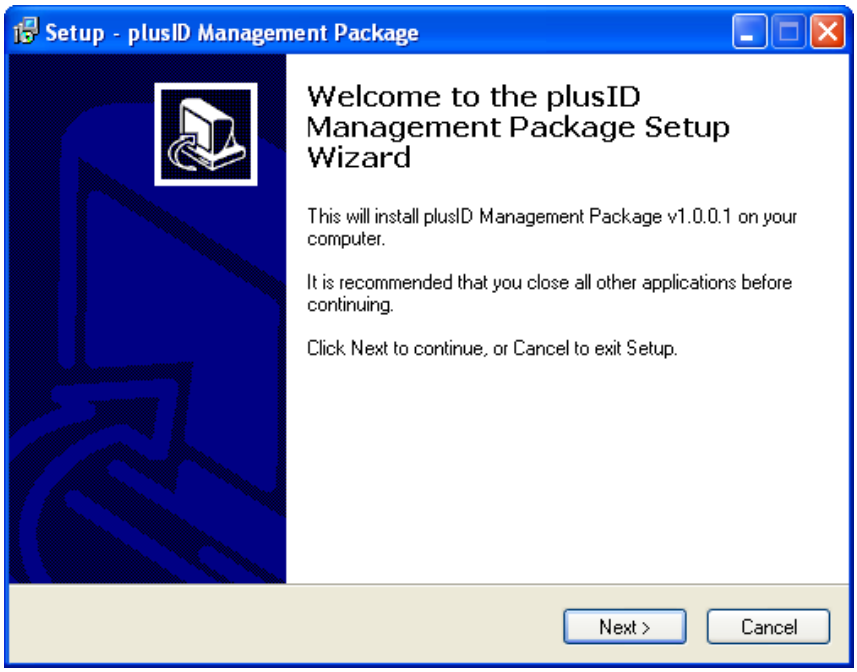


Figure 2
Installation Setup Wizard

Follow the screen prompts to install the software:

Component selection

There are two available components, the plusID Manager software and the minidriver that is required to use the plusID device for computer logon and to issue credentials for computer logon to other device recipients. Select from an Administration Installation (plusID Manager and minidriver), Client Installation (minidriver only) or Custom Installation (either).

When the component selection is complete, another Setup Wizard window will appear to configure the installation options for the plusID Manager software:

- Acceptance of the plusID software licensing agreement terms
- Designation of the software destination location
- Designation of software icons

- Automatic installation of Crystal Reports for .Net Framework 2.0 (required for the plusID Manager's reporting tool), if not already resident on computer

8. Connecting to a plusID Device

A plusID device will power on automatically when connected via USB:

- Turn on the computer
- Insert the large end of a mini-USB cable (included with every plusID device) into the computer's USB port
- Insert the smallest end of the mini-USB cable into the USB port at the base of the plusID device

The device's blue light will blink while it is connecting and turn solid once a connection with the computer has been established. As long as the device is connected via USB, the solid blue light will stay on and the device's battery will be being charged (provided the PC is not hibernating).

Found New Hardware Wizard

The first time the device is connected to a computer, the Found New Hardware Wizard will appear to prompt the downloading of a device driver (a standard Microsoft driver) that enables the device to communicate with the computer:

- if the plusID Manager CD-ROM is inserted in the computer, point the hardware wizard to the CD
- if the plusID Manager CD-ROM is not inserted, point the hardware wizard to the Internet, where it will find the standard Microsoft driver

9. Starting the Application

! *Starting the plusID Manager software requires Administrator privileges.*

To start the application from the Windows taskbar click Start>Programs>Privaris>plusID Manager (or elsewhere if you modified the default file destination during installation), or double-click the plusID Manager desktop icon shortcut, if created during setup.

The plusID Manager home page and main menu tree will be displayed (Figure 3).

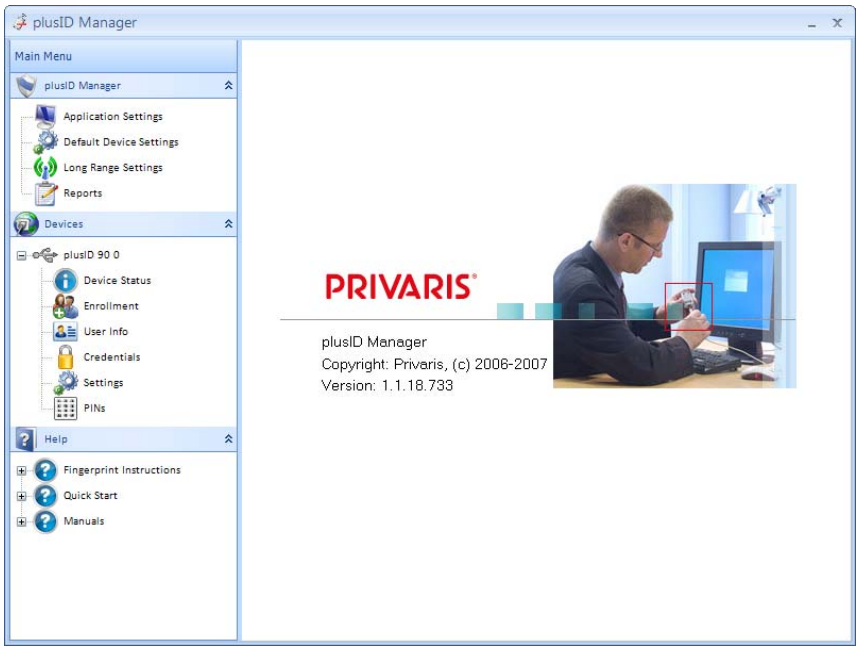


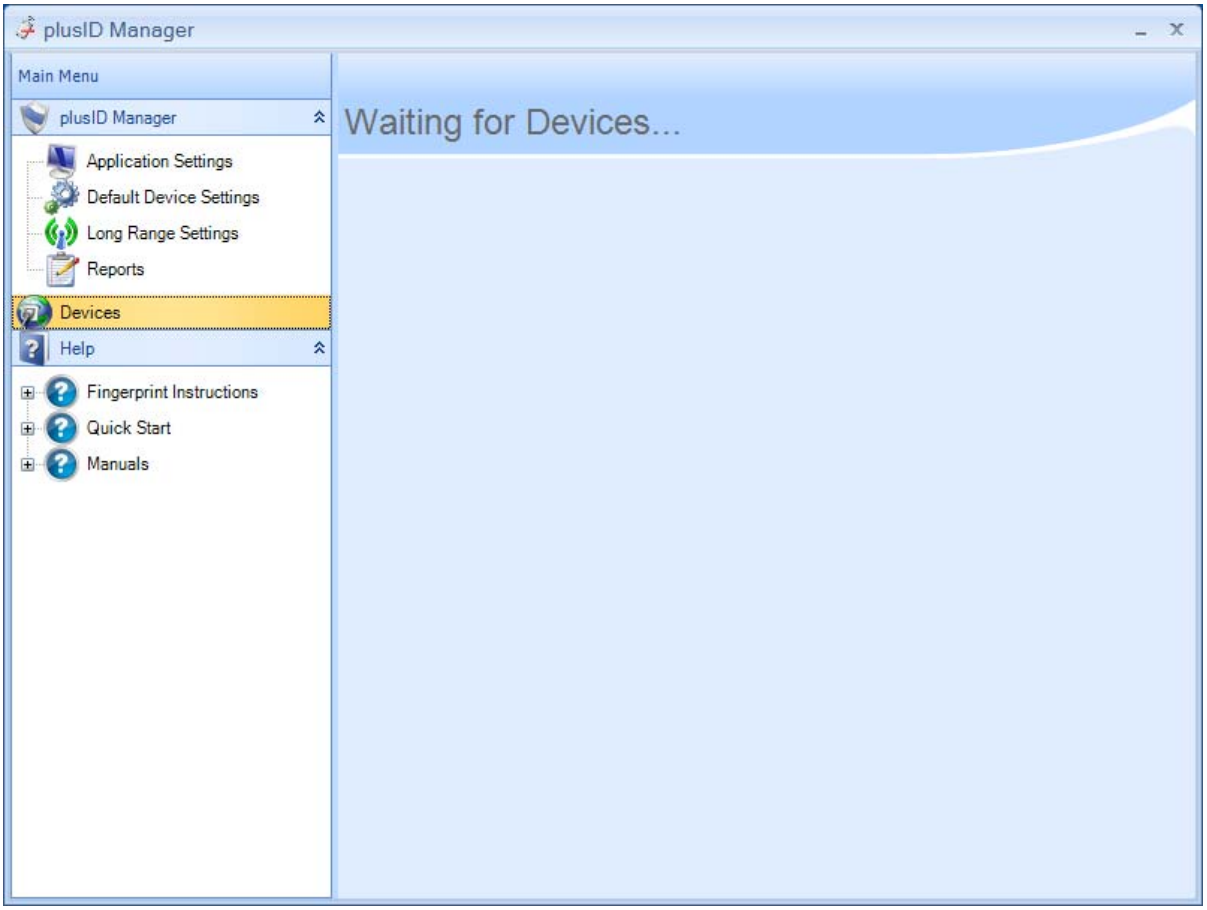
Figure 3
Main Menu

The main menu tree has three branches.

1. plusID Manager
2. Devices
3. Help

Each branch contains several menu options and can be expanded and collapsed using the up/down arrow to the right of the branch's name.

If a plusID device is not connected to the computer when the plusID Manager application is opened, the menu options contained under "Devices" will not be available, but rather, the following page is displayed:


plusID Manager
Main Menu
plusID Manager
Application Settings
Default Device Settings
Long Range Settings
Reports
Devices
Help
Fingerprint Instructions
Quick Start
Manuals
Waiting for Devices...

Section II: PLUSID MANAGER MENU OPTIONS

1. **Application Settings**

The "Application Settings" screen (Figure 1) contains three tabs: Settings, Utilities and About:

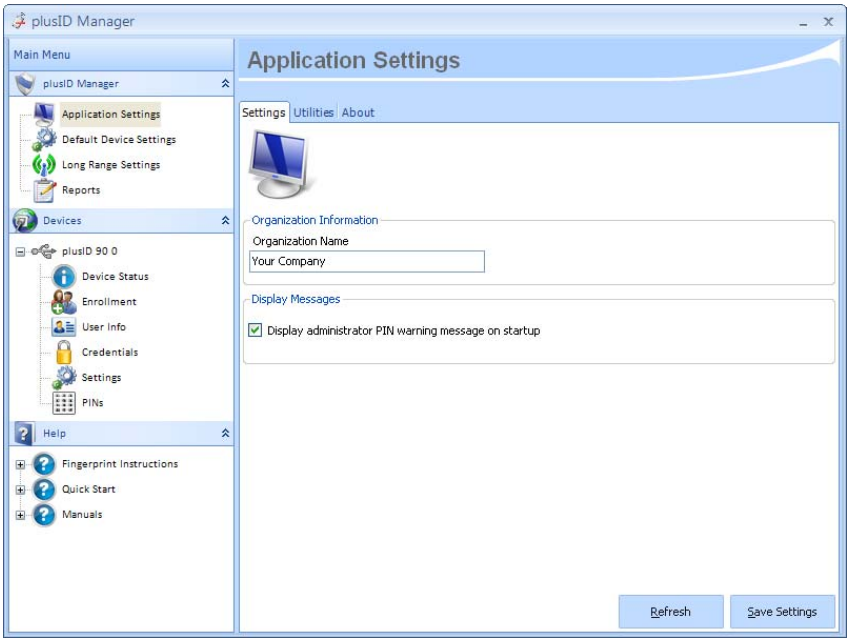


Figure 1
Application Settings

Settings

Enter the issuing organization's name on this screen and it will be included on every report that is run from the plusID Manager software. This field is not mandatory.

Select whether or not the Administrator PIN warning is displayed each time that a new device is registered.

! *The Administrator PIN function is critical to ensuring the security of devices.*

Utilities

During device registration, the plusID Manager stores all of the information associated with the user and their device, including their contact information, the device serial number, access credentials and all of the settings assigned to the device at the time of issuance. This information is stored locally in the plusID Manager's database.

! *The plusID Manager database stores only user contact and device information,* ***no biometric data is stored****. All biometric data is securely processed and stored on user's individual plusID devices.*

The "Utilities" screen allows an organization to determine if and where this database of device and user information is backed-up for safe keeping.

If the "Always back-up database on start up…" box is checked, a file location for downloading the back-up data must be designated using the adjacent "Browse" button. The "Back-up Database Now" button activates a real-time database download (as opposed to the back-up occurring only when the application is closed). Once selected, a pop-up appears for designating where on the computer the back-up file should be saved. It is strongly recommended that the data be backed-up on an external medium other than the computer's hard drive, such as a network drive or USB storage device.

The "Restore Database Now" button reinstates the plusID Manager's database in the event the plusID Manager application needs reinstalled, for instance if the computer's hard drive was lost.

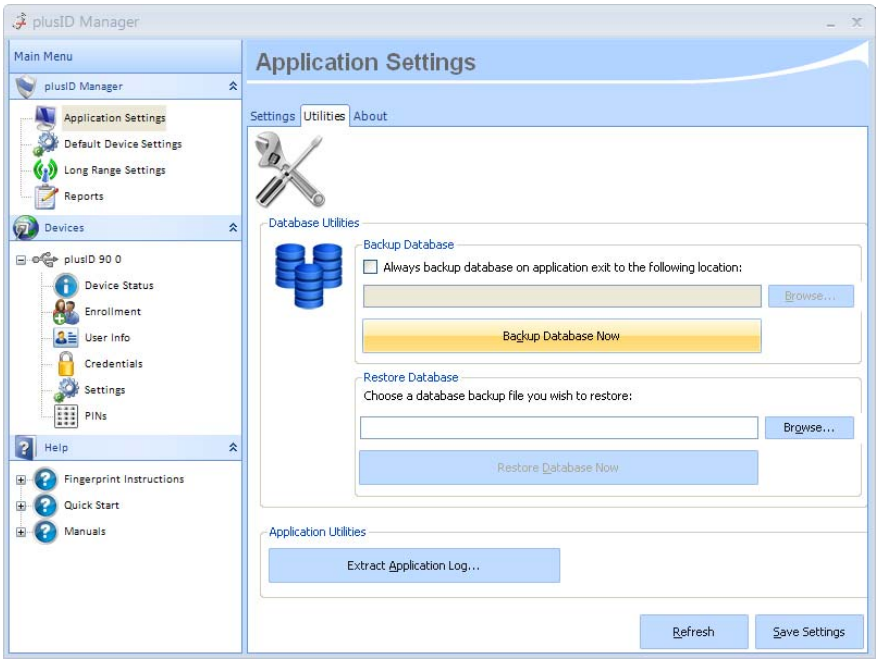


Figure 2
Utilities

About
The "About" screen lists the version number of the plusID Manager software application.

2. **Default Device Settings**

The "Default Device Settings" screen (Figure 3) contains the settings that will be applied to all plusID devices enrolled with the plusID Manager software. These settings can be changed at any time, but changes will apply only to devices enrolled, re-enrolled, or re-configured, after the Default Device Settings have been modified.

Note: These default settings can be changed for individual plusID devices at any time by selecting the "Settings" option under "Devices" from the main menu tree. Changes made on the "Settings" screen override the default device settings only for the individual plusID device that is connected at that time.

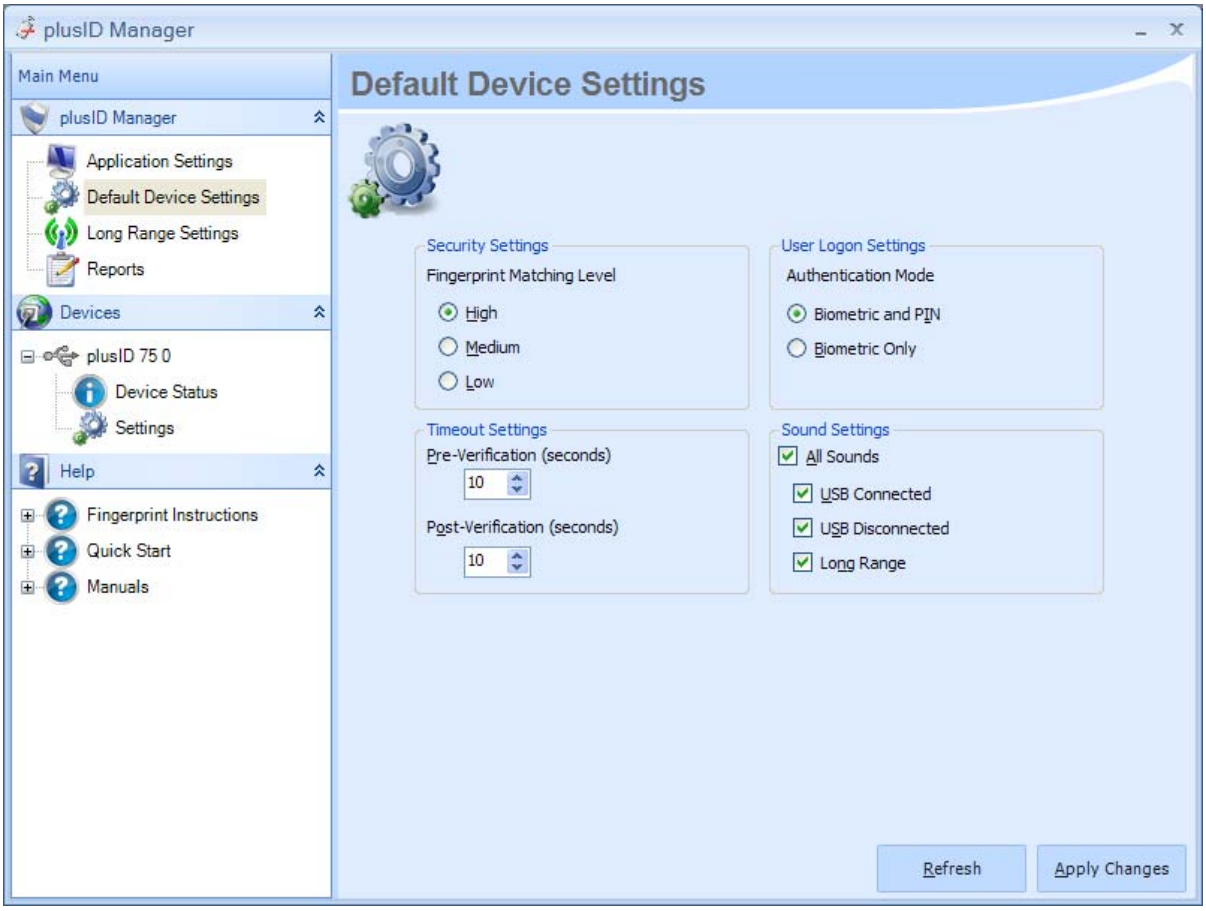


Figure 3
Default Device Settings

To configure the default settings, select “Default Device Settings” from the main menu tree.

Select “Apply Changes” after modifying any of the settings on this screen for the settings to take effect.

The “Refresh” button rereads the current database values, discarding any current modifications that have not been applied.

Following are descriptions of the individual setting options.

a. **Timeout Settings**

Pre-Verification

The Pre-Verification timeout setting determines how long the device will wait for a verification (fingerprint swipe) before powering off.

The timeout can be set from 5 to 255 seconds. The default setting is 10 seconds.

Note: This setting only applies to verifications performed after enrollment, during normal device usage, and when the device is not connected to a computer.

Post-Verification
The Post-Verification timeout setting determines how long the device's credentials will remain active after a successful verification. The device is active for as long as its green light is on, post-verification.

The timeout can be set from 5 to 255 seconds. The default setting is 10 seconds.

! *The longer the post-verification timeout setting the greater the demand on the device's battery, which may reduce the average number of verifications available per charge.*

b. **Security Settings**

Fingerprint Matching Level
The plusID device has three configurable security settings: High, Medium, and Low. Each setting corresponds to an associated fingerprint matching level, or False Acceptance Rate (FAR).

Every biometric system has an associated FAR. An FAR is the percentage of unauthorized users that the device will incorrectly match to a valid user's stored fingerprint template. Below are the FARs that can be set in the plusID device:

Security Setting	False Acceptance Rate (FAR)
High (More Strict)	1 in 100,000 (.001%)
Medium (Default)	1 in 10,000 (.01%)
Low (Less Strict)	1 in 1,000 (.1%)

The low security setting may match (verify) a fingerprint faster than the high security setting, but will allow a higher number of false acceptances, and vice versa.

The recommended, and default security setting for the plusID device is high.

c. **User Logon Settings***

Authentication Mode
The Authentication Mode selection sets the security level required when using the plusID device for computer logon (post-enrollment). If the device is not being used for logon, this setting can be left at its default value.

There are two options:

Biometric and PIN
requires a personal identification number (PIN) and a biometric verification (using the plusID device). *Note*: If this option is selected, a User PIN must be assigned. (See Section III.8. for more information.)

Biometric Only
requires only a biometric verification (using the plusID device)

The first option is a three-factor security solution: something the user has (the plusID device), something they know (a PIN) and something they are (their fingerprint).
The second option is a two-factor security solution: something the user has (the plusID device) and something they are (their fingerprint).

The default value is the highest security level, Biometric and PIN.

**See Appendix E for system requirements for using plusID devices for logon in a Microsoft® Domain Environment.*

d. **Sound Settings***

! *This option is not available on all plusID models and will be disabled when a plusID device without sound capability is connected.*

This selection determines if and when the plusID 90 device provides audible feedback to the user to indicate a successful or failed verification and when a transaction is complete.

Selecting a check box turns on the sounder. Selecting the "All Sounds" option turns the sounder on for all three instances described below.

USB Connected
activates the sounder anytime the device is connected over USB, including during enrollment and configuration, as well as when used for computer logon.

USB Disconnected
activates the sounder whenever the device is being used wirelessly.

Long Range
provides an extra sound/beep after a successful verification to indicate that the long range transceiver has recognized and granted access to the user/plusID.

3. **Long Range Settings**

! *This option is specific to the plusID 90 model.*

! *Additional hardware (a long range transceiver) and software (The Transceiver Configuration Tool) are required for use in a long range setting.*

One application of the plusID 90 model is identity verification in a stand-off (long range) setting, such as at a vehicle gate.

The required long range transceiver is an electronic device, that when connected to an antenna, can communicate with the plusID 90 at distances of up to 100 meters (depending on the antennae selected) to grant access. The transceiver connects to most existing physical access control systems using a Wiegand interface, or to a PC based interface using Ethernet.

The Long Range Settings Screen (Figure 4) is used to define the transceiver(s) being used in the long range setting with plusID 90 devices. Two steps are required:

Step one is to create a key to be assigned to a transceiver. Step two is to define or "create" the transceiver(s) and assign a key.

Organizations can have multiple transceivers at one or multiple locations. Individuals can be given access to some or all of them, as determined by which transceiver's credentials are downloaded to the user's plusID 90 device. Downloading the long range transceiver credentials is a required step that occurs after the transceiver(s) have been defined (see "Credentials" Section III.7.d).

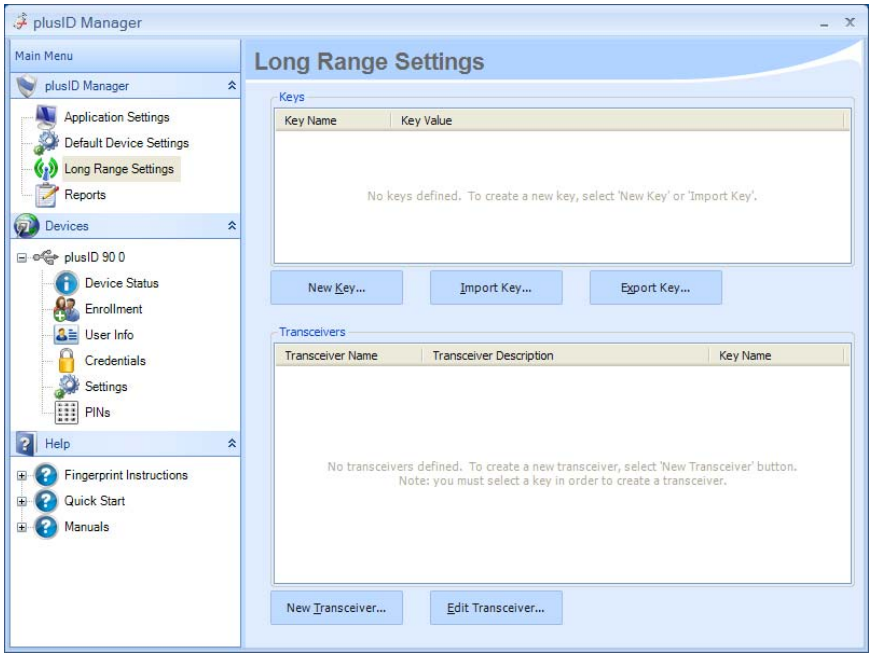


Figure 4
Long Range Settings

Following are descriptions of the individual setting options.

a. **Keys**

A key must be created and assigned to each long range transceiver. This can be done in the plusID Manager or in the Transceiver Configuration Tool. The Transceiver Configuration Tool is the software that accompanies the Long Range Transceiver. The key must be assigned the same name and the same value in both the plusID Manager and the Transceiver Configuration Tool.

A key is an encrypted alphanumeric string and a security feature. The transceiver key is ultimately assigned to each plusID 90 device, thus binding it to a long range transceiver. This ensures that the transceiver communicates only with authorized plusID 90 devices and prevents communication with devices issued by any other organization.

! *The same key can be assigned to multiple transceivers. Any plusID device with a key will have access to all transceivers with the same key.*

To create a new key

Recommended if the transceiver key has **not** already been created within the Transceiver Configuration Tool.

1. Select the “New Key” button. The New Transceiver Key entry screen (Figure 5) will appear.
2. Assign a unique name for the key and enter it in the “Key Name” field. Example: North Entry Gate.
3. Select how the key’s value is to be determined:
   a. Randomly Generated: this is the most secure option
   b. From Passphrase: enter a word or phrase

   The preview bar at the bottom displays the key as it is generated. The key changes as the option changes or as the text entered in the “Passphrase” field changes.
4. Click “OK” to save the key
5. Select “Export” and choose a location for saving the new key so that it can be easily imported into the Transceiver Configuration Tool

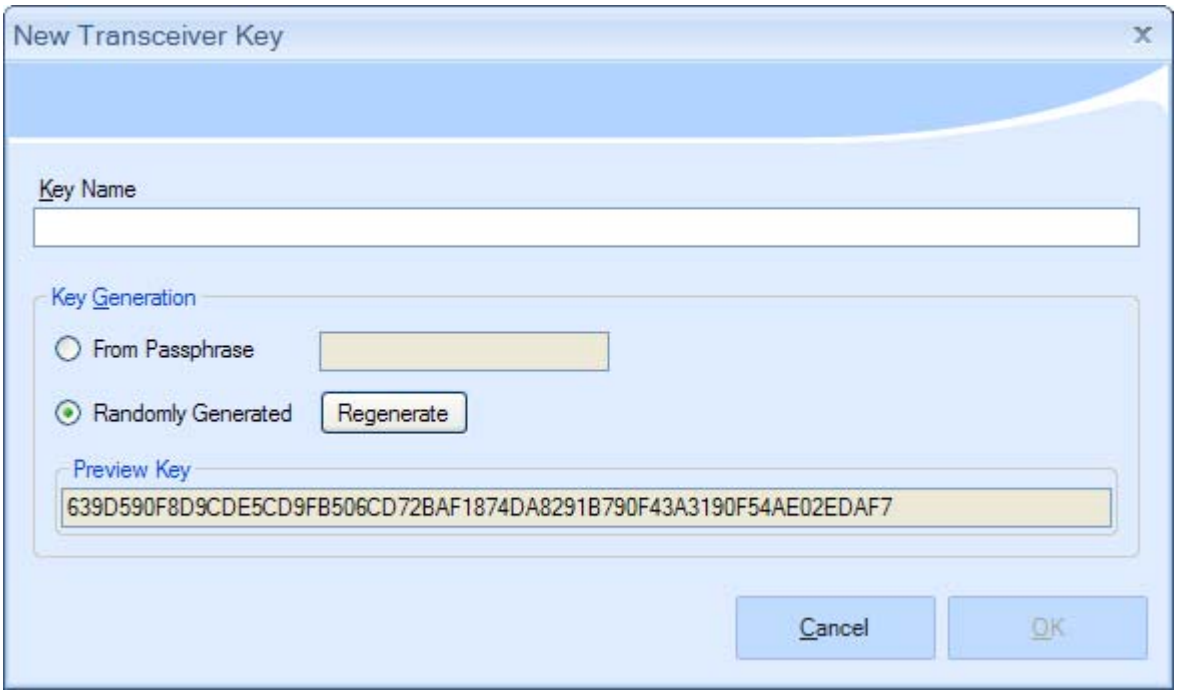


Figure 5
New Transceiver Key Screen

To use an existing key

Recommended if the transceiver key has already been created within the Transceiver Configuration Tool.

1. Select the “Import a Key” button. The Import Transceiver Key entry screen (Figure 6) will appear.
2. Assign a name for the key and enter it in the “Key Name” field. It should be the same name, or as close as possible to the name assigned to the key in the Transceiver Configuration Tool.
3. Click the “Browse” button to find the file location of the saved key.
4. Click “OK” to save the key.

Additionally, the “New Key” button can be selected and the same passphrase can be entered as was entered in the Transceiver Configuration Tool for the existing key to be used. The spacing and capitalization of the passphrase have to be exact for the same key to be assigned.

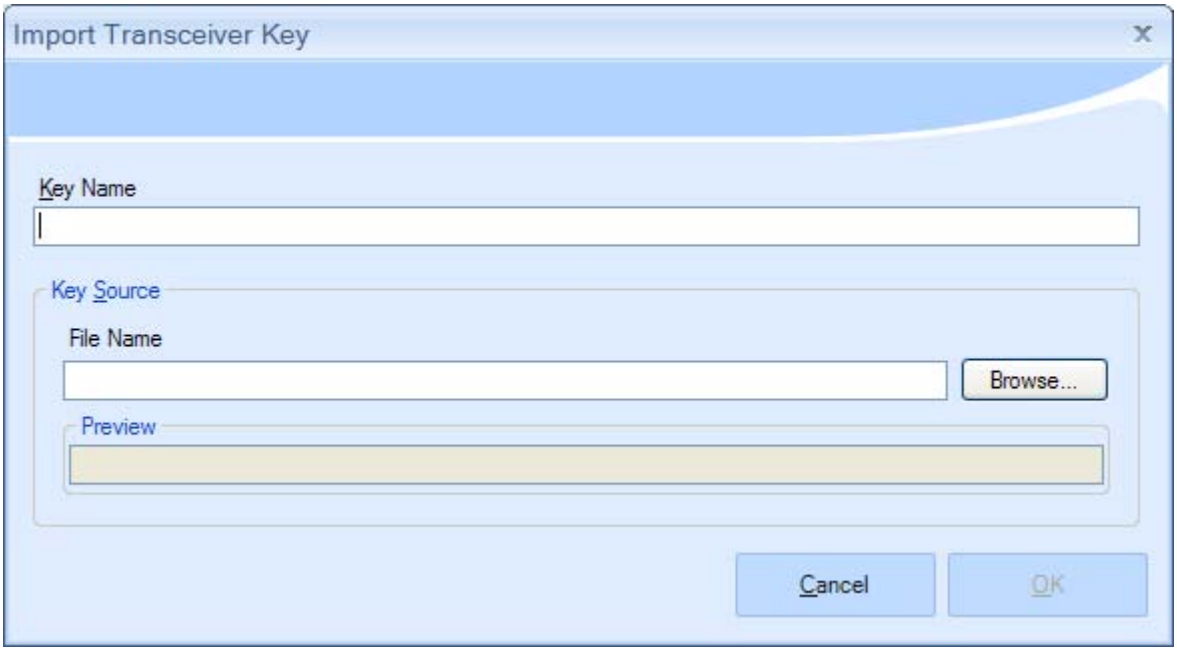


Figure 6
Import Transceiver Key Screen

b. **Transceivers**

After creating at least one key (see above), a new transceiver can be created/defined.

From the Long Range Settings screen (Figure 4), select and highlight the key that will be associated with the new transceiver.

1. Select the “New Transceiver” button. The Create New Transceiver Screen (Figure 7) will appear.
2. Provide a unique name for the transceiver. It can be the same or different from the name of the key. Example: North Entry Gate, Lane #2
3. Enter a description of the transceiver’s location (optional)
4. Select at least one type of credential for use with the transceiver. The options are: Managed or Wiegand. This selection determine which type of user access credentials can be downloaded onto user’s plusID 90 devices using the Credentials Screen (see Section III.7.d.)

   Wiegand: In this mode the transceiver outputs a Wiegand code making it compatible with existing physical access control systems (PACS)

   Managed: In this mode the transceiver is a pass through device that requires a 3rd party PC based control system.

   Garage Door: In this mode the transceiver can be used to fire a relay to, for example, raise a garage door.

5. Select “OK”

The selected options may be edited by double-clicking on the transceiver from the list, or by selecting the “Edit Transceiver” button from the Long Range Settings screen (Figure 4).

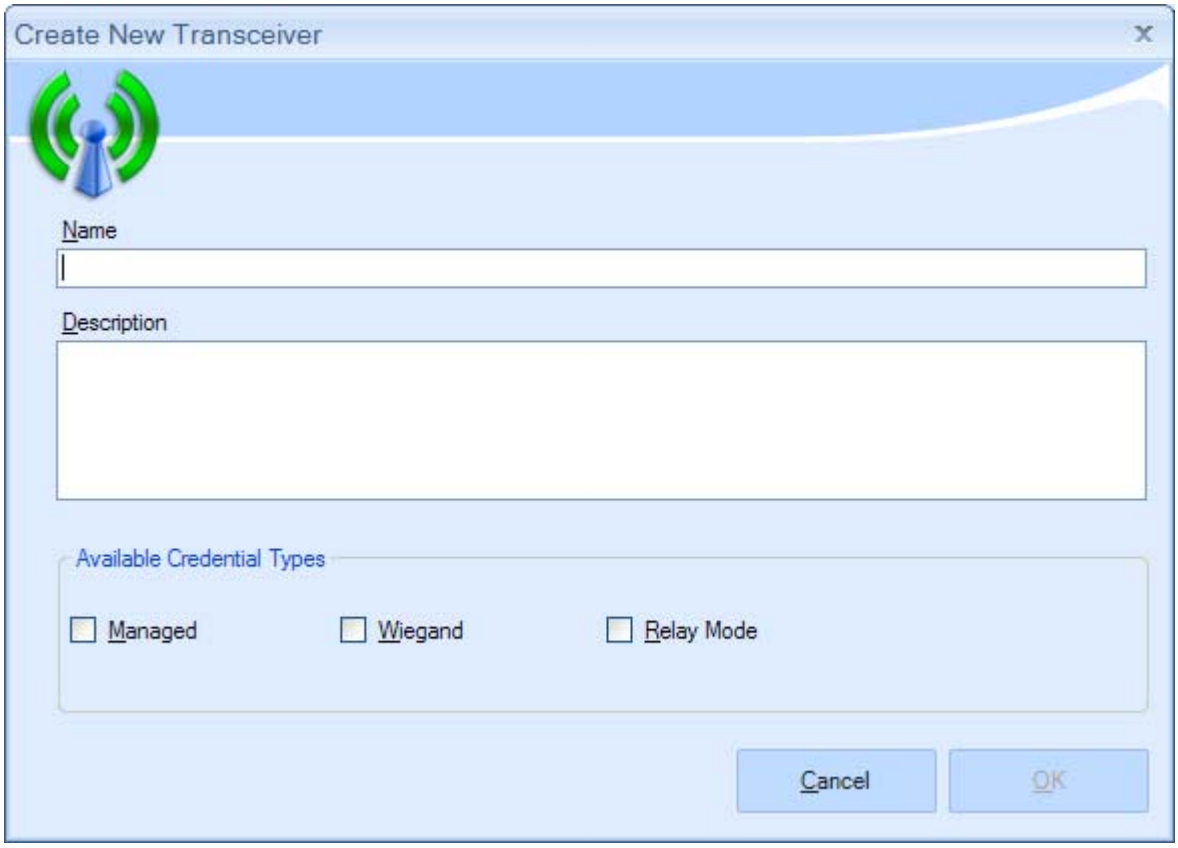


Figure 7
Create New Transceiver Screen

4. **Reports**

The Reports screen contains two pre-determined plusID Manager reports which can be generated and run with date and user name filters. The two available reports are:

Devices
Displays specific information on every device that has been issued using the plusID Manager application

User Accounts
Displays specific information on every user that has been enrolled using the plusID Manager application, including each user's issued device(s) and credential(s).

Highlight and select the desired report, apply the desired filters, then select "Generate Report."

Reports are launched in a pop-up window and can be viewed, exported to a delimited file, or copied from the preview screen.

Report Filters

Reports can be filtered by various parameters depending on the selected report. For example, a filter for the User Report would be user name.

To filter by a specific user's name to whom a device has been issued, enter the first and/or last name, or any portion of either name. For example, to search for Mary Jones, enter "Mary" or "Jones" or "Mary Jones" or "Mar" or "Jon" or "M" or "J." The more specific the search criteria, the more narrow the results will be.

To retrieve **all** data records, do not apply any filters. Simply, leave undesired filter fields blank.

Section III: DEVICES MENU OPTIONS

The "Devices" branch of the main menu tree is only visible when a plusID device is connected to the plusID Manager computer via USB. To expand or collapse the "Devices" branch of the menu tree, click the arrow to the right of "Devices."

With a plusID device connected, the main "Device" screen will appear (Figure 1). This screen provides a snapshot of the device(s) connected to the plusID Manager. It lists the plusID model number, serial number and the version of the firmware (software) contained in each device. The number listed after the plusID model number (0, 1 or 2) corresponds to an identifier that is generated by the operating system, typically sequentially as devices are inserted.

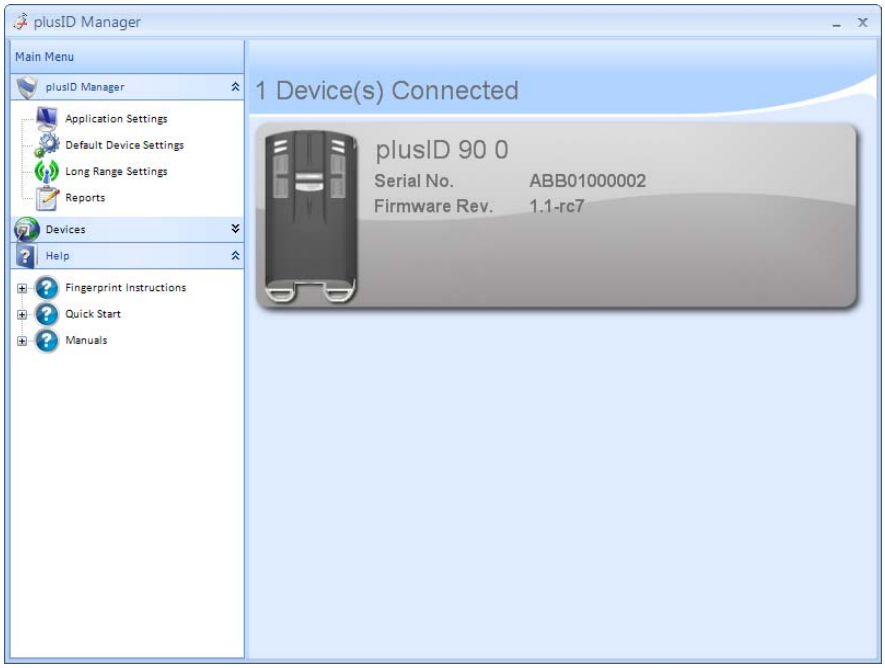


Figure 1
Devices Screen

If more than one plusID device is connected, a separate node of the menu tree will appear for each device (Figure 2), specifying their model numbers. Clicking on the plus/minus sign to the left of this node expands/collapses the menu options for each device.

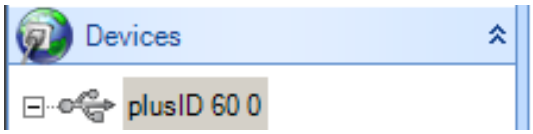


Figure 2
Device Indicator

1. plusID Device Registration

a. Overview

When a device is connected to the plusID Manager software for the first time the "Register plusID Device" screen will appear (Figure 3). This screen registers the device to its user as well as to the issuing organization.

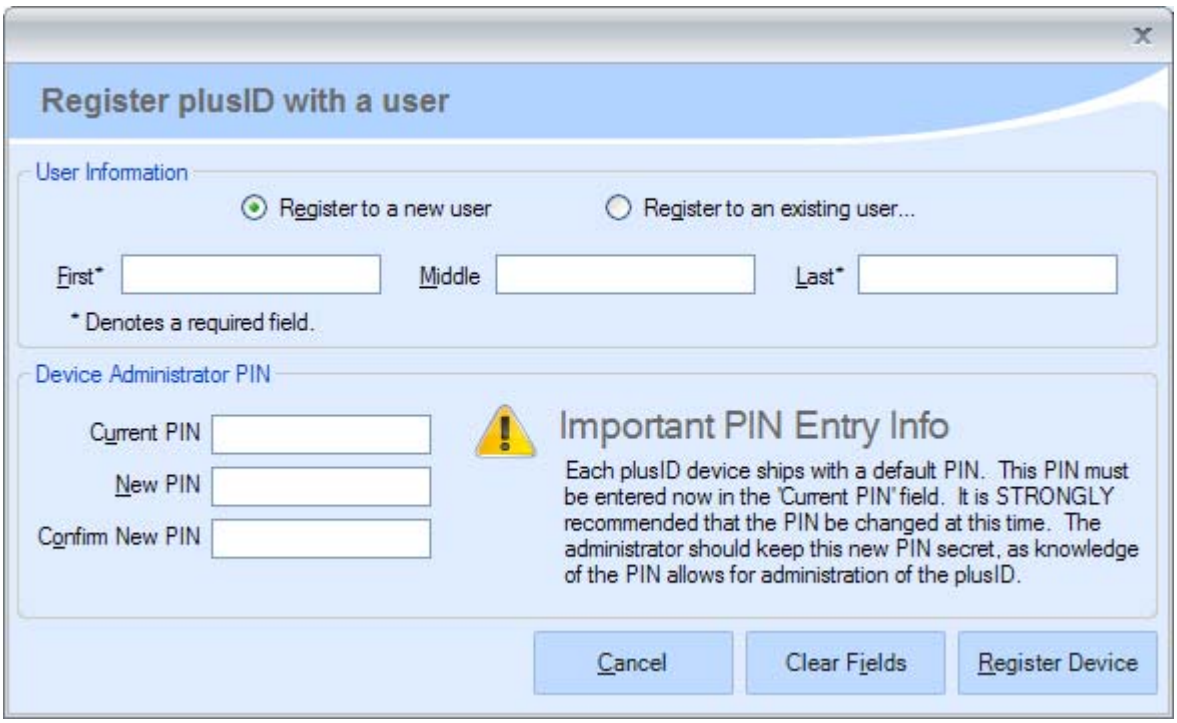


Figure 3
Device Registration Screen

The device is registered to the user by either entering a new user's first and last name, or selecting an existing user from the database.

The device is registered (and thereby secured) to the issuing organization by issuing an Administrator PIN to the device. The Administrator PIN is a security feature that makes plusID devices unique to each issuing organization, and prohibits the manipulation of issued plusID devices by outside organizations and malicious or otherwise non-authorized parties.

Each plusID device is shipped with a factory default Administrator PIN. To secure a device to the issuing organization, the factory default PIN must be overwritten with the organization's Administrator PIN using the "Device Registration" screen (Figure 3).

! *It is highly recommended that each organization select a **single** Administrator PIN for all plusID devices. Creation of more than one PIN will result in a population of devices having different PINs. There is no way to determine what PIN is on a device*

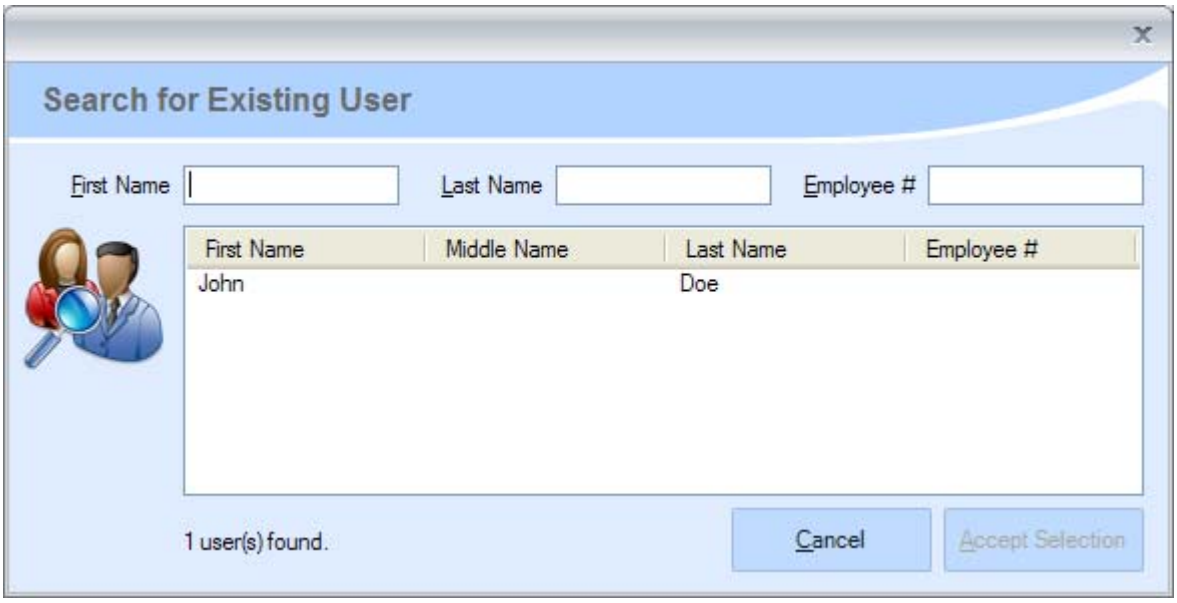
other than by trial and error and the number of attempts is limited. This PIN should be treated as a corporate secret and guarded in the same manner as other keys/passwords that grant access to valuable resources. If the Administrator PIN were ever to be compromised, issued devices would be susceptible to manipulation by outside organizations, and the security of corporate physical and logical assets would be placed at risk. (See Section I.6.a. under Getting Started for critical information on Administrator PIN selection and ramifications).

2. Device Registration

When a new or reset device is connected to the plusID Manager for the first time the "Register plusID Device" screen is displayed (Figure 3).

The three steps below must be repeated each time a new plusID device is connected.

1. Enter the first and last name of the user (mandatory). There are 2 modes of entering the user name, either by typing in a new user name, or selecting an existing user.



Note: This information is not stored on the user's device. It is stored only in the plusID Manager's database for record keeping purposes.

If the device is being connected for the first time but a user is not being enrolled, a placeholder first and last name can be entered to register the device, and then changed (using the "User Info" screen) when the device is enrolled.

2. Enter the device's factory default PIN (4321) in the Current PIN field. Then enter the organization's Administrator PIN in the New PIN field and confirm it in the indicated field. This overwrites the default PIN and installs the

organization's Administrator PIN on the device. The Administrator PIN can be from four (4) to eight (8) letters, numbers and/or characters.

! *It is imperative that the Administrator PIN be treated as a corporate secret and guarded in the same manner as other keys/passwords that grant access to valuable resources. There is no way to reset the Administrator PIN. If it were lost or forgotten you will not be able to modify any previously issued devices (See Section I.6.a. under Getting Started for critical information on Administrator PIN selection and ramifications).*

! *The current (default) Administrator PIN for all new plusID devices is 4321*

3. Select the Register Device button.

The Administrator PIN is requested only once per plusID Manager session, per device. It will not be requested again during the same session, but will be required each time a new device is connected.

3. Use of the Administrator PIN with Previously Registered Devices

When a registered device is connected to the same plusID Manager computer on which it was registered, it will be recognized as an authorized device. The "Device Registration" screen will not be displayed. The Administrator PIN (the PIN chosen by the Administrator's organization, not the default PIN) will be requested whenever a function requiring security is invoked, such as enrolling an additional finger or loading a credential (Figure 4).

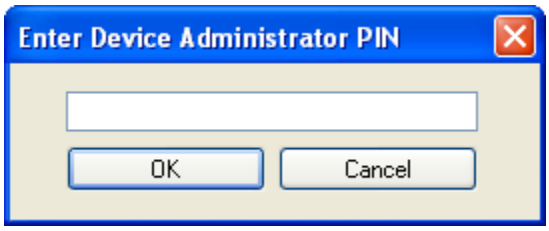


Figure 4
Admin PIN Entry

The Administrator PIN is requested only once per plusID Manager session per device. It will not be requested again during the same session, but will be required each time a new device is connected.

In the case of a device that has been reset, the Device Registration screen will be presented just as with a new unregistered device. Though the reset device will still have the same Administrator PIN assigned during its initial registration, not the default PIN. The Administrator PIN is not reset when the device is reset.

a. Incorrect PIN Entry

If the incorrect Administrator PIN or User PIN is entered an Incorrect PIN message is displayed (Figure 5).

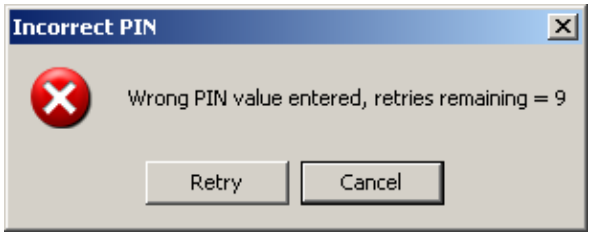


Figure 5
Incorrect PIN Message

To prevent malicious attempts to access plusID devices, only nine incorrect tries are permitted. If the correct PIN is not entered on the tenth try, the device will be inaccessible. The number of retries remaining is shown in the Incorrect PIN message box. In the case of the User PIN the Administrator can reset the PIN to the factory default setting (see below).

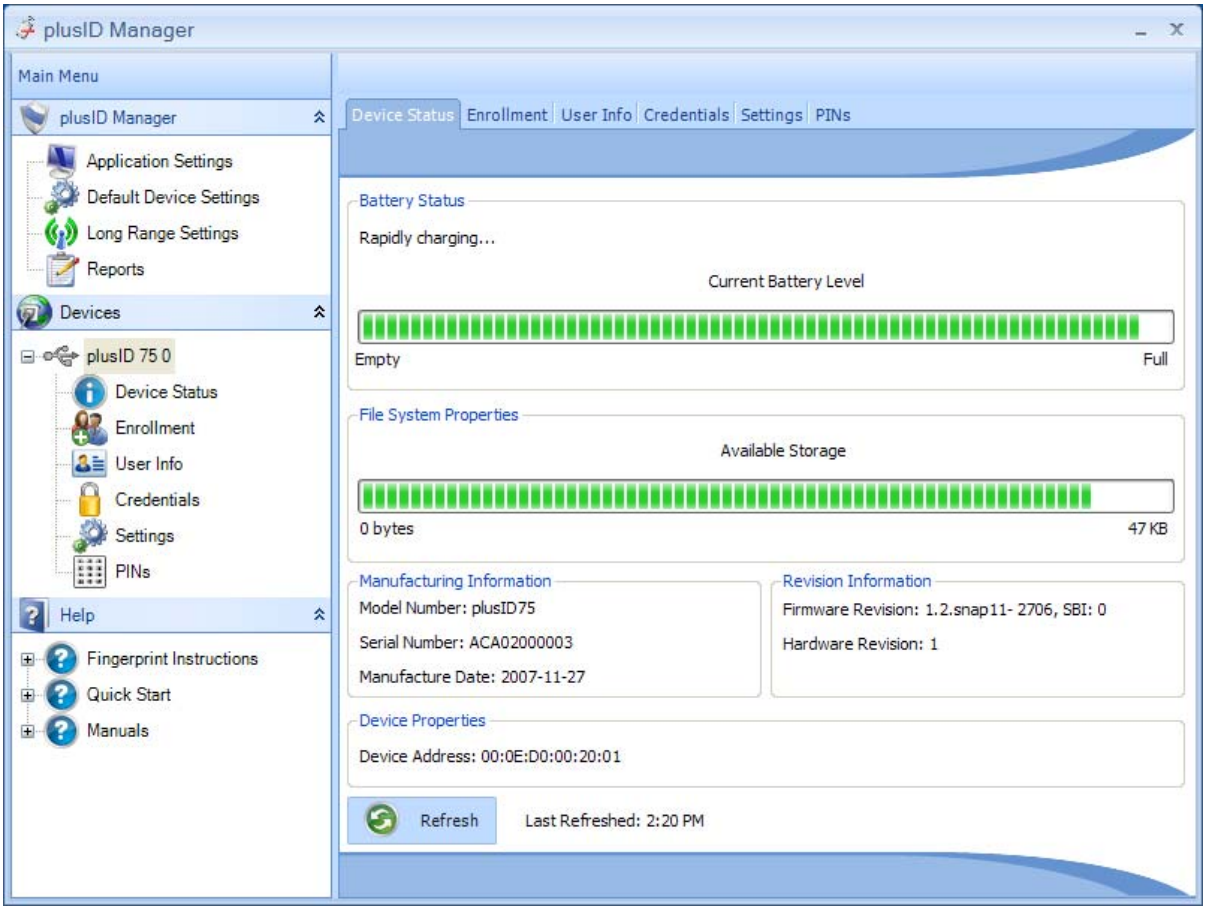
! *If the Administrator PIN is entered incorrectly ten times, the connected device will be permanently inaccessible to the Administrator.*

b. **Issuing More than One Device per User**

If issuing an additional or a replacement device to a user, the user information may be retrieved from the database to ensure the accuracy of data entry. Click the "Search for existing users" button on the "Device Registration" screen and select the user from the list of users in the database. All of the same user information will be associated with the new device in the plusID Manager database.

4. Device Status

Figure 6
Device Status Screen



The “Device Status” screen (Figure 6) provides a snapshot of the technical specifics of the device that is connected, including:

Battery Status

The plusID device is powered by a rechargeable battery. The Battery Status portion of the screen indicates whether or not the device is currently being charged, and includes a progress bar to indicate the device’s current battery level. The further to the right the bar is, the fuller the battery.

Note: The device is rechargeable over USB. So whenever a plusID device is connected to the plusID Manager computer, it is being charged.

See Appendix C for battery recharging instructions.

File System Properties

File System Properties details the amount of used and available storage space on a device. Each plusID device has 48K of available space for storing fingerprint templates, access credentials, and any additional credentials added by the issuing organization (requires Privaris software development kit).

Manufacturing Information

Manufacturing Information lists the device's model number, serial number, and date of manufacture. This information is typically only needed for customer service inquiries.

Revision Information

Revision Information lists the version information of the hardware and software specific to each device.

Device Properties

Device Properties lists the plusID device's unique MAC address, which refers to a communication channel(s) within the device. This address will only display if required for the operation of the device.

Refresh Status Button

If there has been a change to any of the device specific status information, pressing the Refresh Status button will update the information in real time.

5. Enrollment

Enrollment is the key element of the plusID device issuance process. It is what makes the device work for its enrolled owner and no one else. A precise enrollment is critical for the plusID device to operate properly.

During enrollment the user's fingerprint images are captured, encoded and securely stored as a template on the plusID device. A typical enrollment requires three to five fingerprint swipes. Enrollment readies the plusID for regular day-to-day use, which is called verification. Verification is simply a fingerprint swipe in which the device compares the live fingerprint presented to it with the fingerprint templates stored during enrollment to ensure that only the authorized user can operate the device.

a. Enrollment Administrator Guidelines

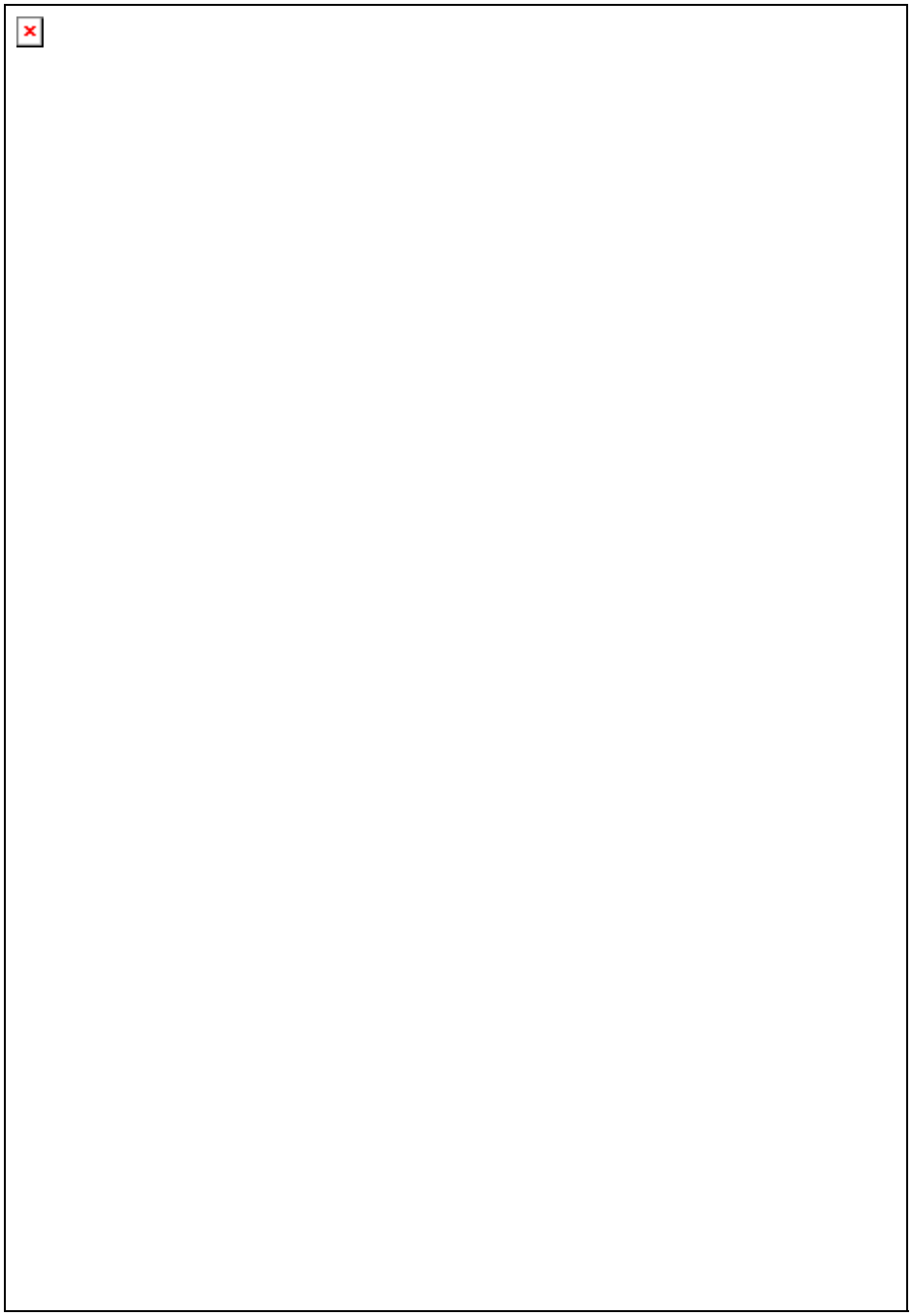
1. Always review the "How to Swipe" instructions with each user before beginning enrollment. It is also recommended that the 1 minute plusID video be shown to each user before enrollment to demonstrate the proper swiping technique and speed. (The video is linked from within the "How to Swipe" file under Help / Fingerprint Instructions from the main menu)
2. Always enroll both thumbs to ensure that there is a backup in case of injury.
3. Always enroll the users' primary thumb first.
4. In the event a thumb is not an option, default to the user's index finger(s).
5. More than two thumbs/fingers can be enrolled in a single device, but is likely to result in slower verifications.
6. Remember that as an Enrollment Authority you can erase and re-enroll a user's fingerprint at any time.

b. **Device User Guidelines**

1. Fingers should be free of excessive dirt or grease but otherwise do not need to be washed prior to enrollment.
2. The plusID device should be held with one hand - just as it will be held during normal device use.
3. Review the "How to Swipe" instructions that follow to ensure the proper positioning of the fingerprint relative to the sensor. The central, most feature-rich portion of the fingerprint – not the fingertip – must be swiped over the device's fingerprint sensor. This is where the fingerprint pattern is centralized and typically forms a bull's eye, U or S shape (see image below).

How to Swipe (Device User Guidelines, cont.)
Fingerprint Sensor Instructions

Review the instructions below with each user and let them practice swiping with their device. Not doing so will result in a poor quality enrollment and difficulty using the plusID device. (These images are also linked from the "Help" section of the plusID Manager.)



c. **Enrollment Set-Up**

1 Open the plusID Manager software application.

2 Hand the user their new plusID device.

3 Review the "How to Swipe" instructions with the user, letting them practice swiping until they can do so properly and comfortably (see Section III.5.b. or the Help section from the main menu)

4 Insert the largest end of the mini-USB cable, packaged with the plusID device, into the computer's USB port, and the smallest end into the port at the base of the plusID.

5 For each new device the "Device Registration" screen will appear (Figure 3).

i. Enter the user's first and last name. Employee number is optional, but recommended. Employee number is any unique identifier, i.e., an official employee i.d., or social security number. *Note*: None of this user information is stored on the device. It is stored only in the plusID Manager's database for record keeping purposes.

ii. Each device is shipped with a default Administrator PIN of 4321. Enter the default Administrator PIN as the "Current PIN." Before entering a new PIN, see the warning below. The new Administrator PIN can be from four to eight letters, numbers and/or characters.

! *It is highly recommended that each organization select a single Administrator PIN for all plusID devices. This PIN should be selected by an Officer of the company or by Security Personnel. The Administrator PIN should be treated as a corporate secret and guarded in the same manner as other keys/passwords that grant access to valuable resources. If the Administrator PIN were ever to be compromised, issued devices would be susceptible to manipulation by outside organizations, and the security of corporate physical and logical assets would be placed at risk. There is no way to reset the Administrator PIN. For more information on the Administrator PIN, see #9 under Getting Started.*

d. **Enroll the First Thumb**

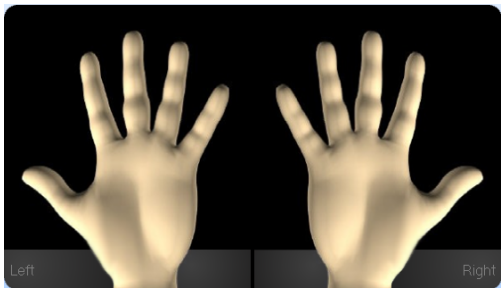
Note: Sit near the user to watch closely and ensure that they are following the Enrollment Guidelines. An enrollment cannot be stopped once begun, but can be easily erased and redone.

1. Always enroll the primary thumb first. Ask if the user is right or left handed.

! *If the plusID will be used only for computer logon, it may be advisable to enroll the primary index finger (in place of the thumb), assuming that the device will regularly be positioned flat on a desk connected to a computer, as opposed to being held and operated in-hand.*

1. Select "Enrollment" from the menu tree.
2. Select the "Enroll" button from the Enrollment screen 

3. To initiate enrollment, select the respective thumb from the on-screen hand diagram.



! *The device has no way of distinguishing which finger is swiped, so be certain that the finger selected on the screen is in fact the same finger that the use is actually applying.*

4. Convey the instructions from the on-screen prompts to the user.

The prompts will appear above the "Enroll" button and will specify when to swipe a finger as well as provide feedback on the quality of the swipe. If the software deems a swipe "invalid," watch the user closely to ensure that they are following the "How to Swipe" instructions and coach as necessary.

! *Tell the user to swipe whenever they see a blinking green light.*

A typical enrollment requires three to five swipes. The first few swipes of an enrollment create the fingerprint template. The last swipe is a verification swipe that confirms that the user's live print can be successfully matched to their stored fingerprint template, and is required to complete enrollment. Verification is indicated by a solid green light and should only take about a second.

! *Watch closely to ensure that the user is swiping properly. If the software deems a swipe "invalid," or if the user has difficulty verifying go to the "Help" section of the main menu and select "Fingerprint Instructions." Review the "How to Swipe" file and ensure that the user has seen the 1 minute plusID video that is linked from step #6, which demonstrates proper swiping technique and speed. Next review the "Troubleshooting" guidelines. Also, Appendix A of this manual contains Expanded Troubleshooting guidelines. Modify the user's swiping technique accordingly, and if necessary, erase the finger (see Section 5.i.) and re-enroll it, starting with enrollment step #3.*

The plusID's Light Behavior During Enrollment

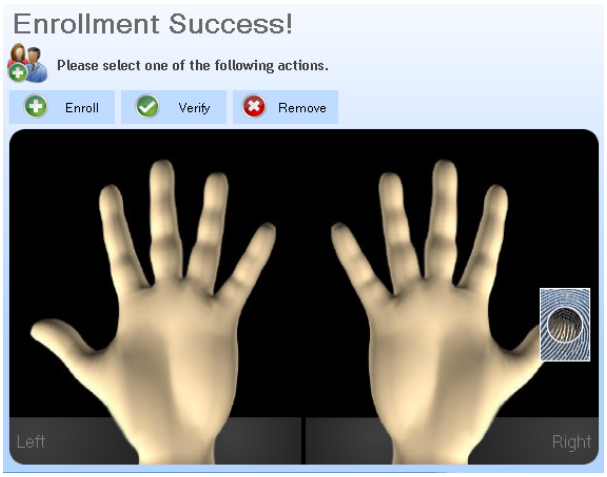
The plusID's solid blue light will remain on as long as the device is connected via USB, while the other lights correspond to the on-screen prompts.

Blinking Green	Requesting a fingerprint swipe
Solid Yellow	Sensor is processing a fingerprint swipe
Brief Solid Green	An image has been successfully captured during fingerprint template creation, or successfully matched during verification

Continuous Solid Green	A successful enrollment
Brief Solid Red, then Blinking Green	The sensor did not get sufficient information from the fingerprint to process the swipe. This often happens if the sensor is touched before a swipe is begun, as opposed to placing the finger and swiping in one continuous motion.
Continuous Solid Red	Enrollment failed. See "Troubleshooting" (Appendix A, or under "Help" in the menu tree). Modify the user's swiping technique accordingly, erase and re-enroll the finger.

5. Upon a successful enrollment the on-screen prompt, will read "Enrollment Success," and a rectangular fingerprint image will appear atop the enrolled finger on the hand diagram.

! *If enrollment fails, see Section 5.h.*



e. **Enroll the Second Thumb**
Repeat the instructions from 5.c. and 5.d., with the user's secondary thumb.

f. **Completing Device Issuance**
With two thumbs enrolled, enrollment is complete.

To complete the plusID device issuance process, the necessary access credential(s) need to be assigned to the device to ready it for physical and/or logical (IT) access. See Section 7 ("Credentials: Using the plusID for Physical Access") to assign physical access credentials for door entry, and Section 8. ("Credentials: Using the plusID for Windows Logon") to assign logical access credentials for computer logon.

! *If access credentials were loaded prior to enrollment, device issuance is complete. Disconnect the plusID device from the computer and hand it to the user with the USB cable and plusID Quick Start Guide that was enclosed in their device box.*

g. **Verification**

Verification (the last fingerprint swipe during enrollment) confirms a user's identity by matching their live fingerprint to their stored fingerprint template. This is how the device will be used on a daily basis for access to protected resources. Verification should only take about a second and is indicated by a solid green light.

Each user must be able to quickly and repeatedly verify. If verification was sluggish (two seconds or more), or if verification failed, see the "Troubleshooting" guidelines linked from the "Help" section of the plusID Manager, or Appendix A of this manual for Expanded Troubleshooting guidelines. After reviewing these pointers with the user, erase the finger in question and re-enroll it, starting with step #3 in Section 5.d.

! *A verification can be prompted at any time and is a quick way 1) to test the quality of an enrollment and 2) for the user to practice using their plusID device. It is recommended that after each enrollment the Enrollment Administrator prompt the user to verify two or three times in addition.*

To prompt a verification:

1. Selecting "Verify" from the Enrollment screen. 

2. Selecting an enrolled finger from the on-screen hand diagram
3. Follow the on-screen prompt. Just as during enrollment, the device will blink green to request a verification (swipe), turn solid green upon a successful verification, and solid red upon a failed verification.

h. **Failed Enrollment**

A typical enrollment requires three to five fingerprint swipes, though some fingerprints will require more. The on-screen prompts will continue to request fingerprint swipes until the device has enough data (unique features) to form a fingerprint template. If a high enough quality fingerprint template cannot be obtained, the device will signal a solid red light and the on-screen prompt will say "Enrollment Failed."

This occurs most often because the user was not following the User Guidelines (3.b. above), in particular the "How to Swipe" instructions. Carefully review the following, as necessary, in this order:

1. "How to Swipe" instructions, linked from the "Help" section of the plusID Manager, under Fingerprint Instructions
2. The 1 minute plusID video, to see the proper swipe technique and speed (contained within the "How to Swipe" PDF document noted above.),
3. "Troubleshooting" guidelines, linked from the "Help" section of the plusID Manager

4. Expanded Troubleshooting Guidelines in Appendix A of this manual

Modify the user's swiping technique accordingly, erase the finger and re-enroll it.

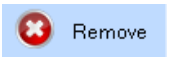
i. **Erasing a Finger/Enrollment**

This option erases the selected finger's fingerprint template from the plusID device. Only an enrolled finger can be erased.

If an Enrollment was successful but the user is having trouble verifying, or verification is sluggish (two seconds or more), it is recommended that the respective finger be erased and then re-enrolled after reviewing the "How to Swipe" and "Troubleshooting" guidelines linked from the "Help" section of the plusID Manager. For Expanded Troubleshooting, see Appendix A of this manual.

Note: The erase feature does not erase a device, only individual fingerprints stored on the device one at a time. For purposes of recycling a device for re-issue, use the device reset feature (see 6.b.iii) which erases all of the stored fingerprints at once, and restores the device to its factory default settings.

To erase a finger/enrollment:



1. Select the "Remove" button from the Enrollment screen.
2. Select the respective finger from the on-screen hand diagram.
3. Select "Yes" to confirm erasure.

j. **Fingerprint Augmentation**

After an enrollment, the plusID device uses data from successful verifications during regular device use to enhance the quality of the originally stored fingerprint template(s), as necessary. This "learning" feature helps reduce potential false rejections and ensure positive user experiences with the device.

Any swipes/verifications that expose the sensor to more surface area or new fingerprint features, beyond what was captured during enrollment will result in the automatic augmentation of the original fingerprint template. Up to five augmentations can occur, per fingerprint template.

Augmentation is a "behind the scenes" feature of the plusID's fingerprint algorithm and is not indicated in the plusID Manager interface.

6. User Info

With each enrollment performed, the plusID Manager saves a record containing information on the enrolled user and their device. The "User Info" option from the menu tree displays the user portion of this record. The information displayed on the "User Info" screen (Figure 7) pertains to the owner of the connected plusID device.

Note: This information is **not** stored on the user's device. User information is stored only in the plusID Manager database for record keeping purposes and can be accessed through "Reports" on the menu tree.

Before a device is enrolled, the first and last name of the user to whom the device is being issued must be entered during device registration (see 1.a.). Selecting "User Info" from the menu tree displays this information and gives the Enrollment Administrator access to edit it as well as provide additional user specific information, such as an employee number (unique ID), a phone number, and comments. The maximum character limitations for each field are:

Employee name = 50 characters each field, including spaces

Employee number = 50 characters, including spaces

Contact number = 50 characters, including spaces

Comments = 8192 characters, including spaces

The first name, last name, and middle initial from this screen will always appear at the top of the Enrollment screen when it is open to indicate whose device is connected.

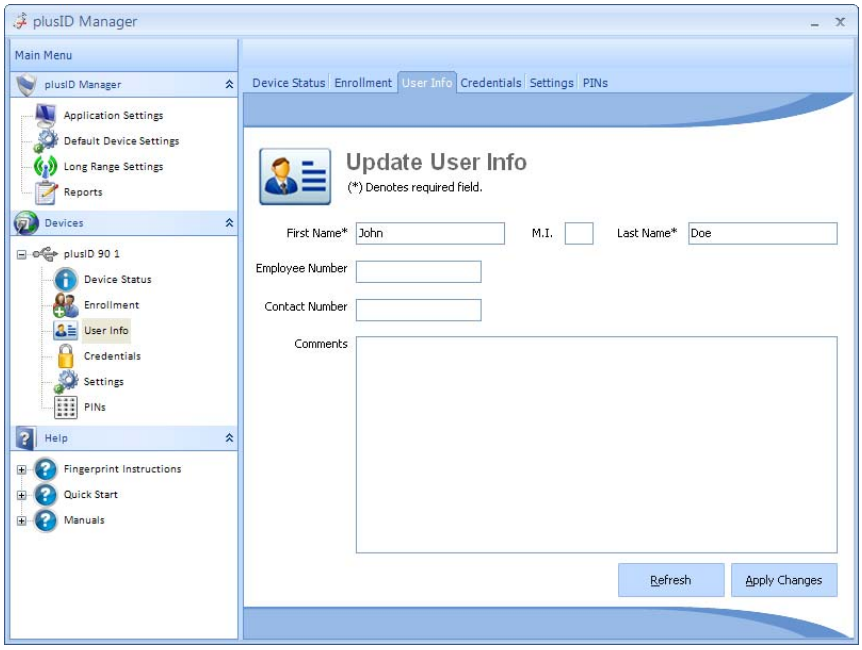


Figure 7
User Info Screen

7. Credentials: Using the plusID for Physical Access

! *Accessing the Credentials screen is an Administrator function that requires the Administrator PIN. If the PIN request fails or is cancelled, the Credentials page is disabled.*

The “Credentials” option from the main menu tree (Figure 8) is used for loading physical access credentials onto plusID devices so that the device can be used for facility and door access. Different credentials can be assigned to each of the four function buttons on the front of the plusID device, enabling a single device to be used to access multiple doors, buildings and/or vehicle gates.

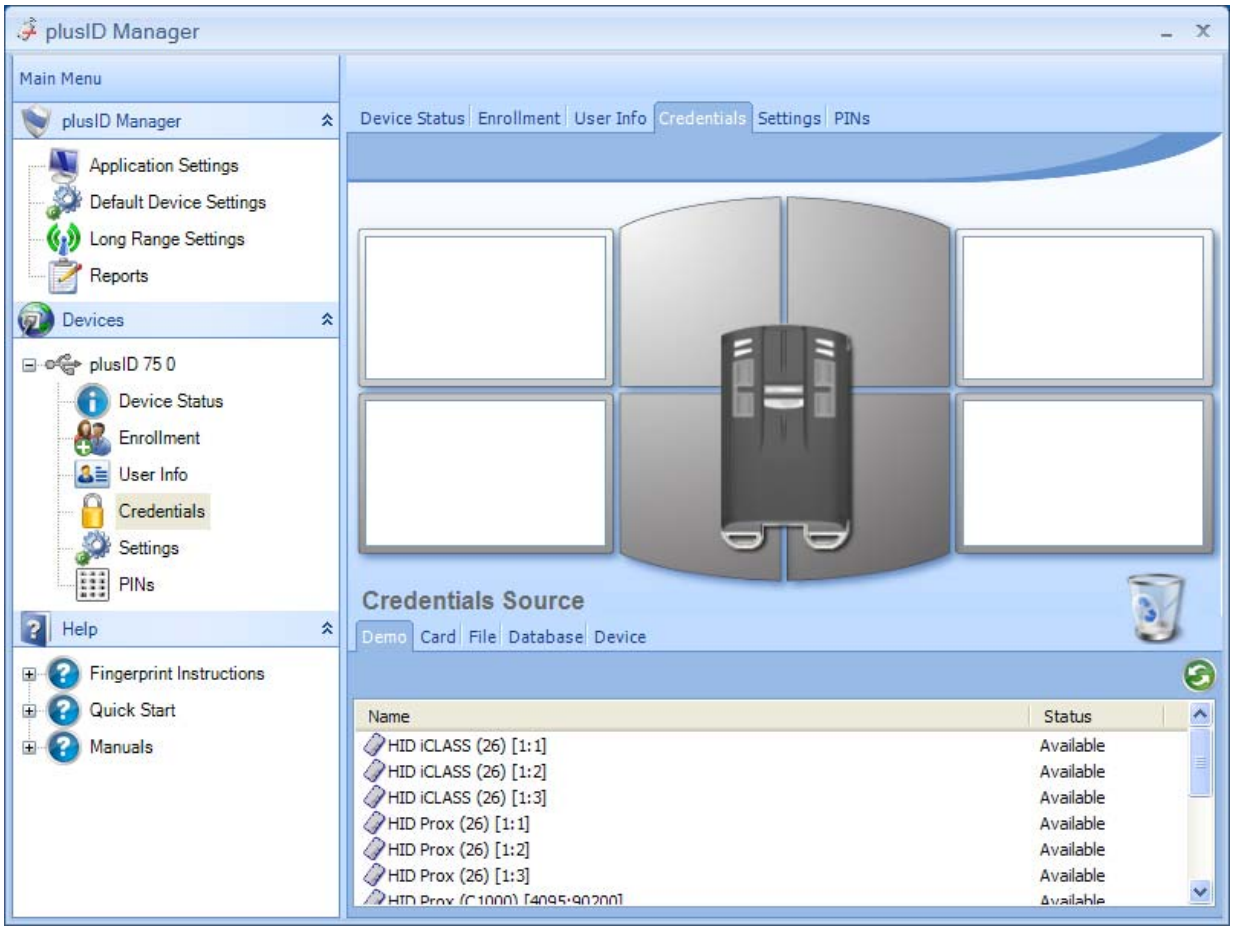


Figure 8
Credentials Screen

a. **Overview**

If the plusID device will be used in place of access cards or fobs to access facilities and doors, a physical access credential must be loaded onto the plusID device using the plusID Manager.

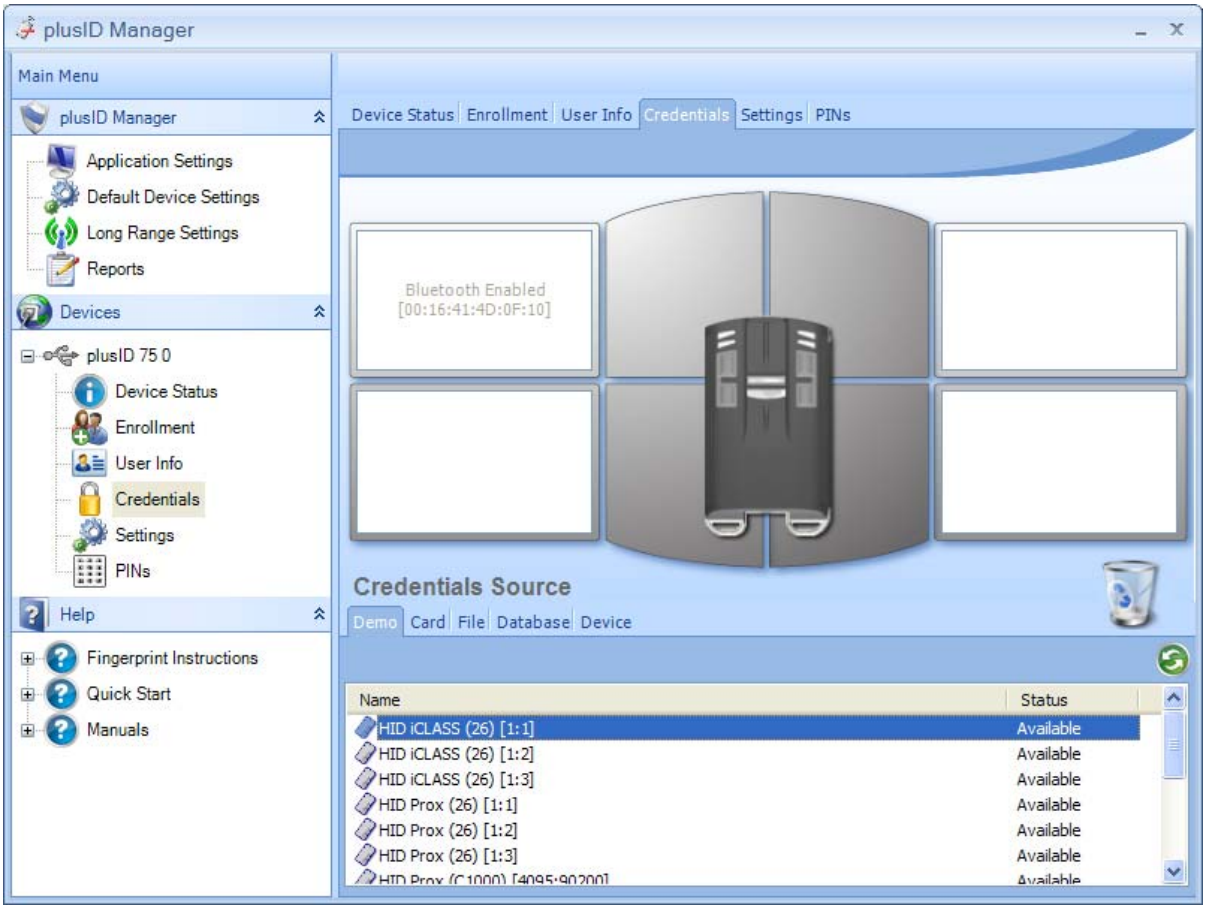
Loading (assigning) credentials is as simple as “dragging” a credential from the list at the bottom of the Credentials Screen (Figure 8) and “dropping” it into one of the four white squares at the top of the Credentials Screen that correspond to each of the four function buttons on the front of a plusID device.

Multiple types of credentials can be loaded onto a single device. Additionally, more than one credential can be assigned to a single button on the plusID, depending on the credential format. The parameters for loading more than one credential per button are as follows:

Prox and iCLASS = yes
Prox and long range = yes
iCLASS and Long Range = yes

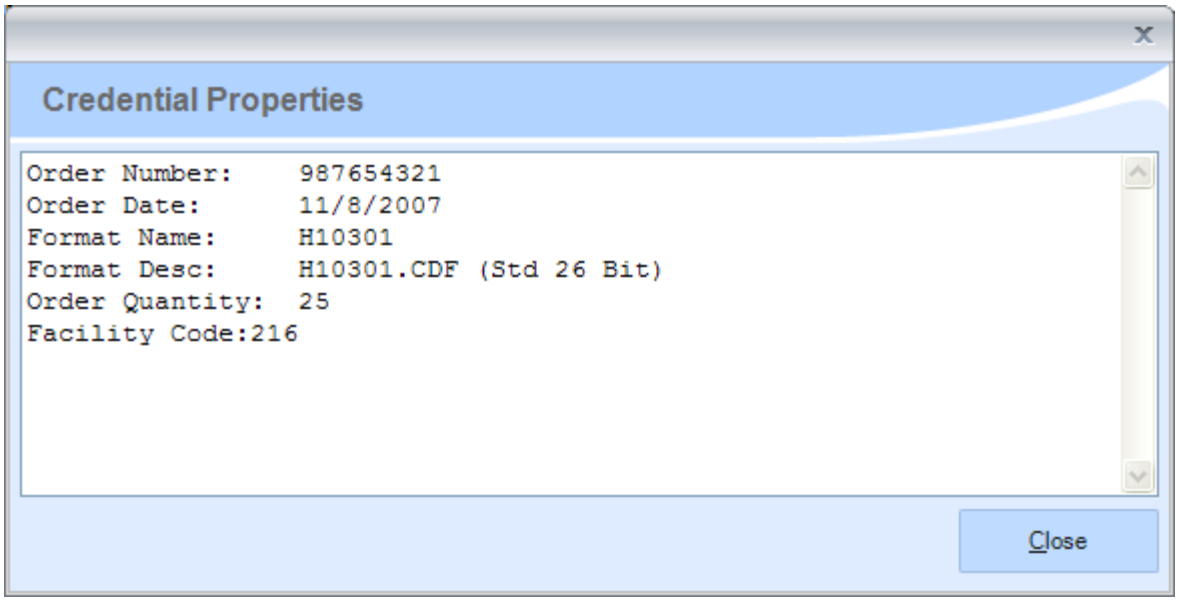
Prox and Prox = no
iCLASS and iCLASS = no
Long Range and Long Range = no

Bluetooth Configuration
If Bluetooth pairing is performed for a given button, no physical access credentials may be loaded. If pairing information is detected, the button is disable, unable to accept credentials, and it shows the pairing information, as shown below:



The plusID Manager software will not allow an invalid credential pairing.

Viewing credential details:
In any of the credential tab controls, or on a button control area, double-clicking a credential launches a property window as shown below:



b. **Loading Door Access Credentials onto a plusID**

! *Loading credentials for door access requires an additional USB port, a smart card reader, and an idBank™ available from HID® or Privaris®.*

The access credential required for door access is a card format. Card formats are downloaded onto plusID devices via an idBank™. idBank is a smart card containing HID Proximity, HID Indala Proximity, CASI Proximity or iCLASS access card formats that are securely transferred to plusID devices via the plusID Manager. idBanks are available in quantities of 25, 50, 100, 200 or 300.

! *Once a card format has been loaded on to a plusID device, it cannot be moved back onto an idBank.*

! *A card format that has been loaded on to a plusID device is permanently associated with that device and can never be assigned to another device. It can however be reloaded onto the initial device if need be (either from the Database tab, or by reissuing from the original idBANK card).*

With the device connected via USB to the Enrollment Administrator's computer:

1. Connect a plusID device to the plusID Manager via USB
2. Register the device if it is not already
3. Connect a smart card reader to computer via USB (if not built into computer).
4. Insert idBank in smart card reader
5. Select "Credentials" from the menu tree. The Credential Management screen is displayed (Figure 8)
6. Select the "Card" tab under "Credentials Source."

7. Select the appropriate smart card reader from the drop down menu. The list of available card formats will be displayed. Previously assigned card formats are sorted to the bottom of the list, grayed out and the status is shown as “In Use.”
8. “Drag” an unassigned card format from the list and “drop” it in one of the four white squares above (repeat as necessary). Each square corresponds to one of the device’s four function buttons. A progress bar is displayed as the credential is generated.

When credential generation is complete the card format will be shown in the selected location (Figure 8). Different card formats can be loaded for each of the device’s four buttons for access to multiple doors and facilities. For user convenience, the same card format can be loaded onto multiple buttons. See Section a. above for acceptable credential pairings.

! *Inform the user what doors/buildings (i.e., card formats) are assigned to each buttons so that they will know what buttons to use for daily access.*

! *If the device is enrolled, but not being used for long range access or computer logon (or if a User PIN is not required for logon), device issuance is complete. Disconnect the plusID device from the computer and hand it to the user with their USB cable, and plusID Quick Start Guide that was enclosed in their device box.*

c. Loading Long Range Credentials onto a plusID

! *This option is specific to the plusID 90 model and is automatically disabled when any other device models is connected to the plusID Manager.*

! *This option requires that the Long Range Settings have been defined using the Long Range Settings screen from the main menu. See Section II.3 for instructions.*

plusID 90 devices are used for long range access (i.e., at locations with a stand-off setting such as a vehicle gate) and require a different type of credential than that used for door access at close range.

The access credential for the long range devices contains the information necessary to remotely authenticate a plusID 90 device to a transceiver and/or a backend physical access control system. The credential contains the transceiver key that was assigned in the Long Range Settings.

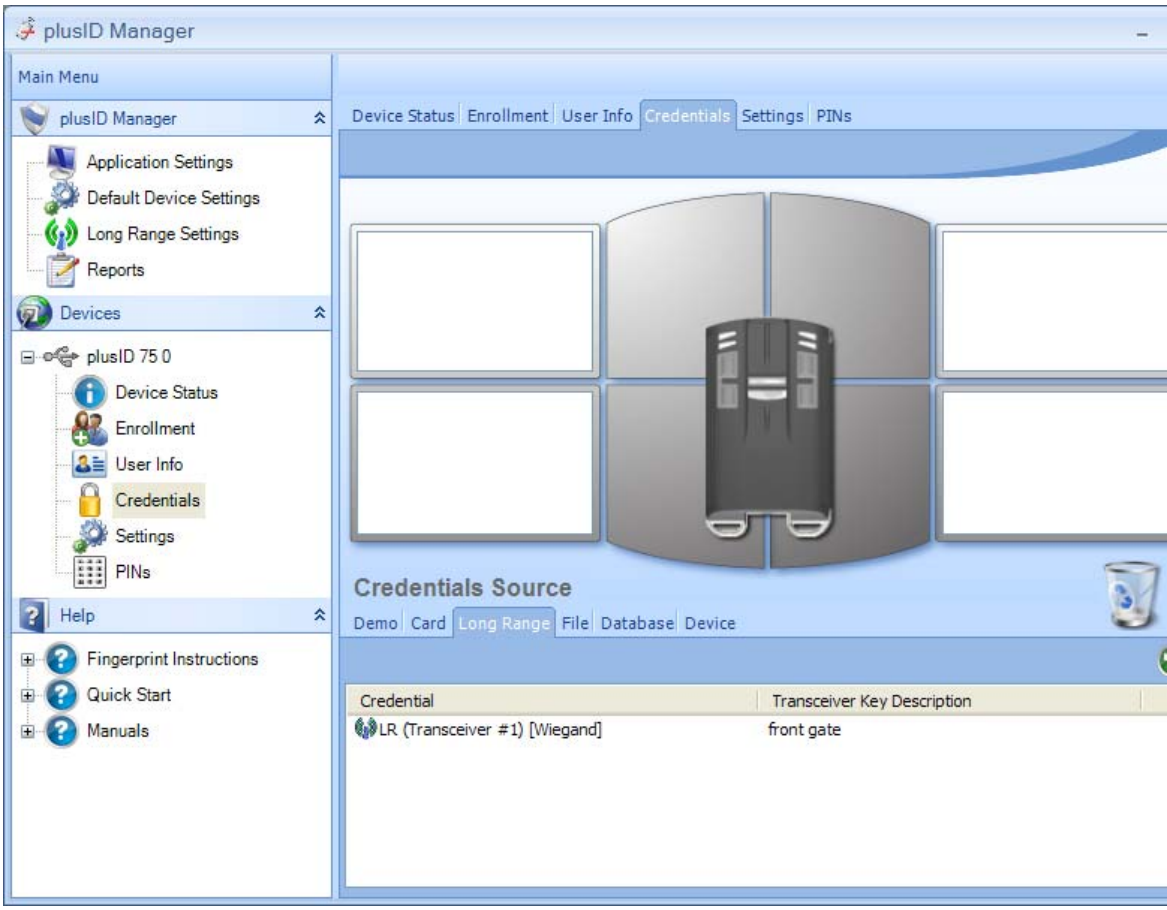


Figure 9
Loading Long Range Credentials

To load long range credentials:

1. Connect a plusID device to the plusID Manager via USB.
2. Select the Long Range tab under Credentials Source. (Figure 9)
3. The list of available long range transceiver credentials will be displayed, with their type indicated: Wiegand or Managed. Each credential is linked to a long range transceiver by the key it contains. (Transceivers and keys are created using the Long Range Settings screen. See Section II.3).
4. Select the transceiver with which the plusID 90 will need to communicate. Each transceiver corresponds to an access point.
5. "Drag" the appropriate transceiver from the list and "drop" it in one of the four white squares above (each square corresponds to one of the device's four function buttons). Doing so loads the transceiver's corresponding credential onto the plusID 90 device.

Managed Transceivers' and Garage Door Transceivers' credentials are automatically loaded to plusID 90 devices without requiring any additional user input.

Wiegand Transceivers' credentials require additional information be entered before the credential can be loaded onto a plusID 90 device (Figure 10).

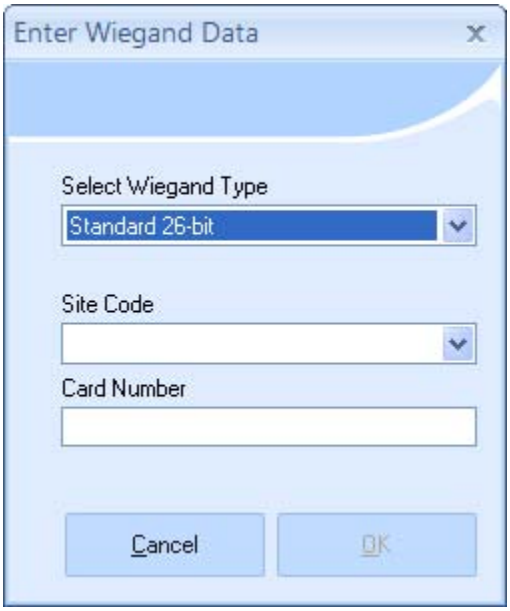


Figure 10
Wiegand Data Entry Range Credentials

6. Entering Wiegand Data (if necessary)

The Wiegand data is transmitted by the transceiver to the backend physical access control system (PACS) to grant access, in the exact same manner as an access card.

! *Care should be taken to not issue the same site code and card number to more than one plusID device. The parameters for issuance are the same as with your existing physical access control system.*

a. Select the Wiegand type. Currently only 26-bit Wiegand is supported

b. Enter a Site (i.e., Facility) Code between 0 and 255.

If your organization is running a 26 bit format Wiegand system, (regardless of the vendor) the exact same numbers can be used, or new numbers can be assigned.

c. Enter a unique Card Number between 0 and 65,535

d. Select “OK.” The assigned credential will be transferred and displayed as [site code: card number].

For access to multiple locations, repeat the process above selecting another transceiver. If multiple transceivers were assigned the same key when the settings were defined (see Section II.3), loading a credential for one location will provide access to all.

convenience, the same card format can be loaded onto multiple buttons. See Section a. above for acceptable credential pairings.

! *Inform the user what facilities/locations have been assigned to the buttons on their device so that they will know what buttons to use for daily access.*

! *If the device is enrolled, but not being used for door access or computer logon (or if a User PIN is not required for logon), device issuance is complete. Disconnect the plusID device from the computer and hand it to the user with their USB cable, and plusID Quick Start Guide that was enclosed in their device box.*

d. **Loading a Stored Credential from the Database onto a plusID**

All card formats loaded by the plusID Manager are retained in the database. A card format may be reloaded from the database onto the same device.

1. Select the Database tab under Credentials Source.
2. Select Detail view using the icon under and to the left of the recycling bin.
3. Choose a card format associated with the device serial number as shown in the center column of the list.
4. “Drag and drop” it to one of the white rectangles above associated with each of the four device buttons. A progress bar is displayed as the credential is generated.
5. When credential generation is complete the card format will be shown in the selected location.

e. **Loading a Recycled Credential onto a plusID**

Card formats moved from the device to the recycling bin are retained and can be viewed under the Device tab. A card format that shows an “unassigned” status is still on the device and may be reassigned to any available button.

1. Select the Device tab under Credentials Source.
2. Select Detail view using the icon under and to the left of the recycling bin.
3. Choose a card format with an “unassigned” status
4. “Drag and drop” it to one of the white rectangles above associated with each of the four device buttons. A progress bar is displayed as the credential is generated.

5. When credential generation is complete the card format will be shown in the selected location.

f. **Loading a Credential from the File Tab onto a plusID**
This function is only accessed if instructed by customer support personnel.

g. **Loading a Demo or Practice Credential onto a plusID**
The plusID Manager software enables demonstration card formats to be loaded onto a plusID device to demonstrate interaction with a door reader and simulate physical access.

Additionally, one "Practice Code" is included that when loaded, allows logical/computer access users to practice verifying with their plusID device without having to be connected to a computer.

The demonstration card formats can be added to your existing physical access control system (PACS), or used with a battery powered HID demonstration reader included the plusID evaluation kit from Privaris.

In normal use, card formats are loaded from an idBank (see page 7), which is a special smart card that can be purchased from Privaris or an authorized partner, such as HID. The smart card contains card formats that are securely transferred to plusID devices using the plusID Manager.

To load demonstration or practice card formats onto a plusID:

1. select "Credentials" from the main menu of the plusID Managers
2. select the "Demo" tab from the middle of the Credentials screen
3. the available card formats will appear at the bottom of the screen
4. select a card format and "drag and drop" it into one of the four white squares at the top of the screen that correspond to each of the device's four function buttons. Repeat as necessary.

! *Only HID demo codes will work with battery powered HID demonstration readers*

The demonstration card formats are reusable and can be removed (dragged from a button to the on-screen trash can) and re-loaded as many times as desired.

h. **Removing a Credential**
To remove a card format, or physical access credential, from a plusID device, "drag" it from one of the white rectangles associated with the device's four buttons and "drop" it into the waste basket / recycle bin located in the middle, right portion of the screen. Removed credentials become "unassigned," and are visible from the "Devices" tab. To re-assign the credential, simply drag and drop it to the desired button above.

8. Credentials: Using the plusID for Windows® Computer Logon*

If the plusID device will be used in place of passwords for computer logon in a Microsoft domain environment, follow the instructions below.

With the device connected via USB to the plusID Manager application:

1. Select "Settings" from the menu tree. (See plusID Manager Operator's Manual for the distinction between "Settings" and "Default Device Settings" menu options.)
2. Under "User Logon Settings," select the desired authentication mode for logon: Biometric and PIN or Biometric Only, and press "Apply Changes."
3. If Biometric Only is chosen, instruct the user to enter "1234" when prompted for a PIN during logon. Skip steps 4 – 9 below. Their plusID device is now ready to be used for logon.
4. If Biometric and PIN is chosen, select "PINs" from the menu tree.
5. Select the "User" tab. This screen sets the User PIN required for logon and stores it on the plusID device.
6. Enter the current (default) User PIN: 1234.

! *This is different from the Administrator PIN that was entered when the device was registered.*

7. Ask the user to select a new User PIN (from four to eight letters, numbers and/or characters).
8. Allow the user access to the keyboard to privately enter their User PIN.
9. Press "Change PIN" for the new User PIN to take effect.

* Logon requires Microsoft Windows 2000 Server or later configured as a domain controller and running Microsoft Certificate Services, and the Privaris minidriver (included with Privaris plusID Manager software). See Appendix E for a full description of system requirements.

! *If the device is going to be used for logical/IT access only, and it has already been enrolled, disconnect the plusID device from the computer, hand it to the user along with the USB cable and plusID Quick Start Guide that was enclosed in the device box. Device issuance is complete. If the device is also going to be used for physical (door) access, see Section 7.*

9. Settings

The "Settings" screen includes three tabs across the top for access to Device Settings, Device Utilities, and Reset Options.

a. Device Settings

The first tab of the "Settings" screen, "Device Settings," (Figure 11) lists the settings that will be applied to the plusID device connected to the plusID Manager software. Unless changed, these settings will be the same as the "Default Device Settings." Changing these settings override the Default Device Settings *only* for the device that is connected.

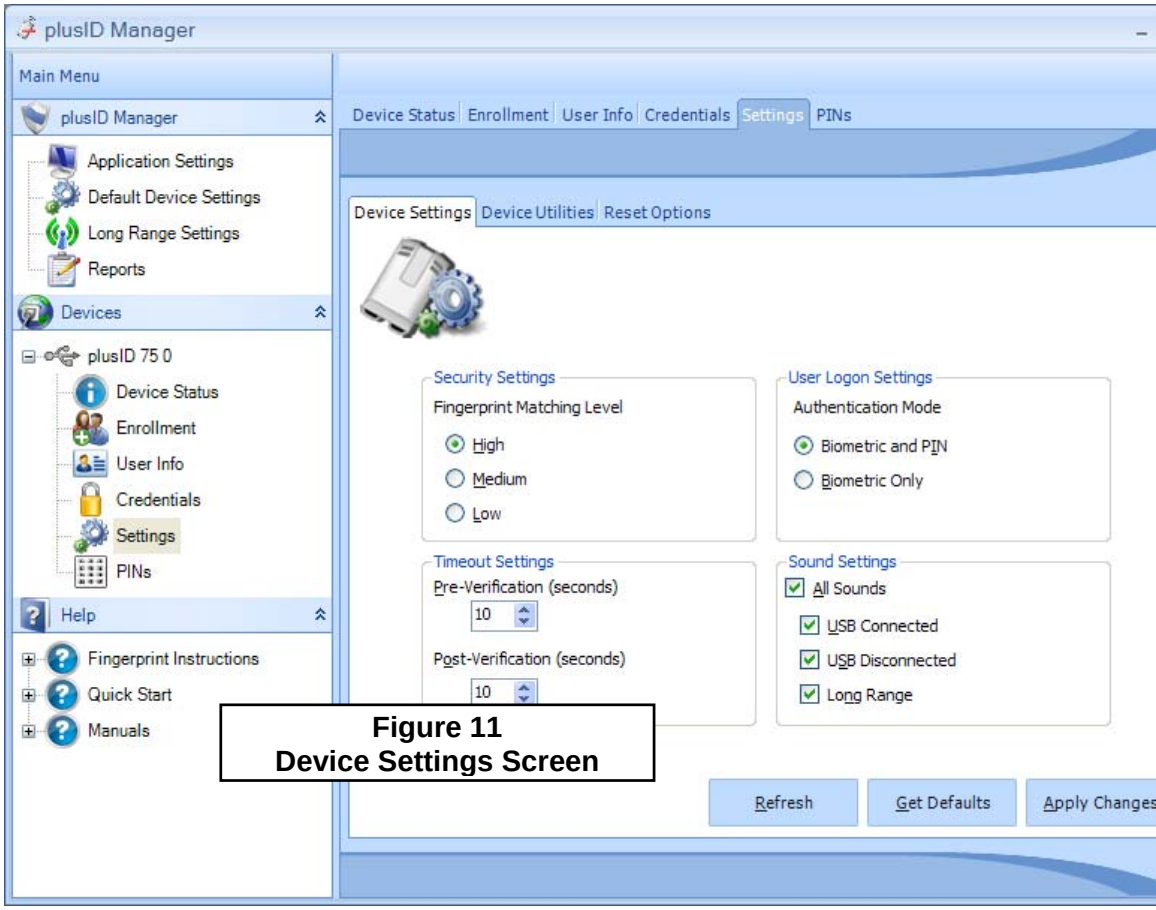


Figure 11
Device Settings Screen

Note: The default settings for all enrolled devices can be changed at any time for by selecting the "Default Device Settings" option under "plusID Manager" from the main menu tree.

To change the settings for an individual plusID device, select "Settings" from the main menu tree, select the new settings, then select "Apply Changes" for the settings to take effect.

The "Get Defaults" button resets the settings to their original values (per the "Default Device Settings" values). To reinstate the default setting values on the device, select "Get Defaults" then select "Apply Changes."

The "Refresh" button cancels changes made prior to the "Apply Changes" being selected.

Following are descriptions of the individual setting options.

i. **Timeout Settings**

Pre-Verification Period

The Pre-Verification Period timeout setting determines 1) how long the device will attempt to match a fingerprint before failing a verification attempt and 2) how long the device will wait for a verification (fingerprint swipe) before powering off.

The timeout can be set from 5 to 255 seconds. The default setting is 10 seconds.

Note: This setting only applies to verifications performed after enrollment, during normal device usage, and when the device is not connected to a computer.

Post-Verification Period

The Post-Verification Period timeout setting determines how long the device's credentials will remain active after a successful verification. The device is active for as long as its green light is on, post-verification.

The timeout can be set from 5 to 255 seconds. The default setting is 10 seconds.

! *The longer the post-verification timeout setting, the greater the demand on the device's battery, which may reduce the average number of verifications available per charge.*

ii. **Security Settings**

Fingerprint Matching Level

The plusID device has three configurable security settings: High, Medium, and Low. Each setting corresponds to an associated fingerprint matching level, or False Acceptance Rate (FAR).

Every biometric system has an associated FAR. An FAR is the percentage of unauthorized users that the device will incorrectly match to a valid user's stored fingerprint template. Below are the FARs that can be set in the plusID device:

Security Setting	False Acceptance Rate (FAR)
High (More Strict)	1 in 100,000 (.001%)
Medium (Default)	1 in 10,000 (.01%)
Low (Less Strict)	1 in 1,000 (.1%)

The low security setting may match (verify) a fingerprint faster than the high security setting, but will allow a higher number of false acceptances, and vice versa.

The recommended, and default security setting for the plusID device is high.

iii. **User Logon Settings**

Authentication Mode

The Authentication Mode selection sets the security level required when using the plusID device for computer logon (post-enrollment). If the device is not being used for logon, this setting can be left at its default value.

There are two options:

Biometric and PIN
requires a personal identification number (PIN) and a biometric verification (using the plusID device). *Note*: If this option is selected, a User PIN must be assigned (see Section 8. for more information).

Biometric Only
this option still requires that a placeholder personal identification number (PIN) be entered, in addition to a biometric verification, but any four random numbers/letters/characters can be entered, as opposed to requiring the same user-defined PIN each time (as above).

The first option is a three-factor security solution: something the user has (the plusID device), something they know (a PIN) and something they are (their fingerprint).

The second option is a two-factor security solution: something the user has (the plusID device) and something they are (their fingerprint).

The default value is the highest security level, Biometric and PIN.

b. **Device Utilities**

The second tab of the "Settings" screen, "Device Utilities," (Figure 12) enables the updating of a plusID device as well as the extraction of the device's log file and security certificate. The functions on the Device Utilities tab apply only to the plusID device that is connected to the plusID Manager software.

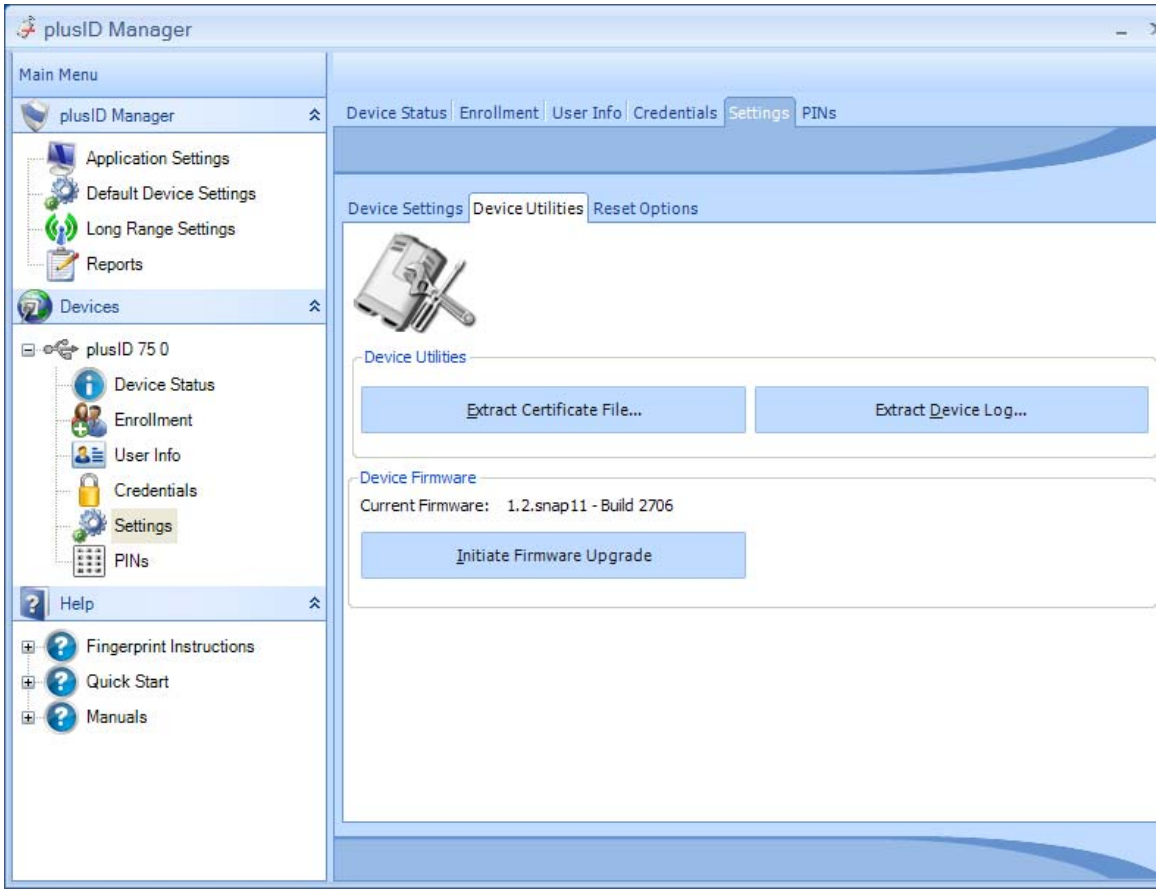


Figure 12
Device Utilities Screen

Following are descriptions of th Utilities screen:

i. **Extract Certificate File**
Each plusID device contains a unique security certificate. The certificate is a unique identifier for the device. In the event a security operation needs to be performed in which the device needs to be uniquely identified, the certificate can be extracted (as a file), saved for transfer by selecting the "Extract Certificate File" button.

ii. **Extract Device Log**
Each plusID device maintains a running log of device activity that documents the internal workings of the device. This log file can be extracted by selecting "Extract Device Log" and specifying where to save the file.

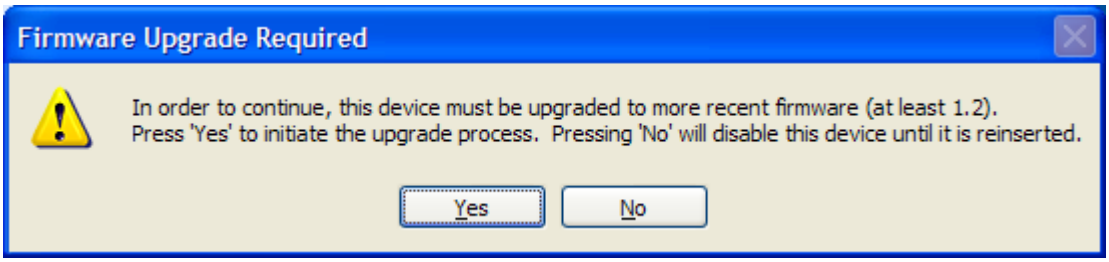
The only time the log would need to be extracted was if it was requested by Customer Service in order to diagnose a problem. The device log is made up of engineering code that is only decipherable by engineers.

iii. **Device Firmware**
Firmware is the software that is embedded within the plusID device. The device firmware function enables the updating of firmware on a

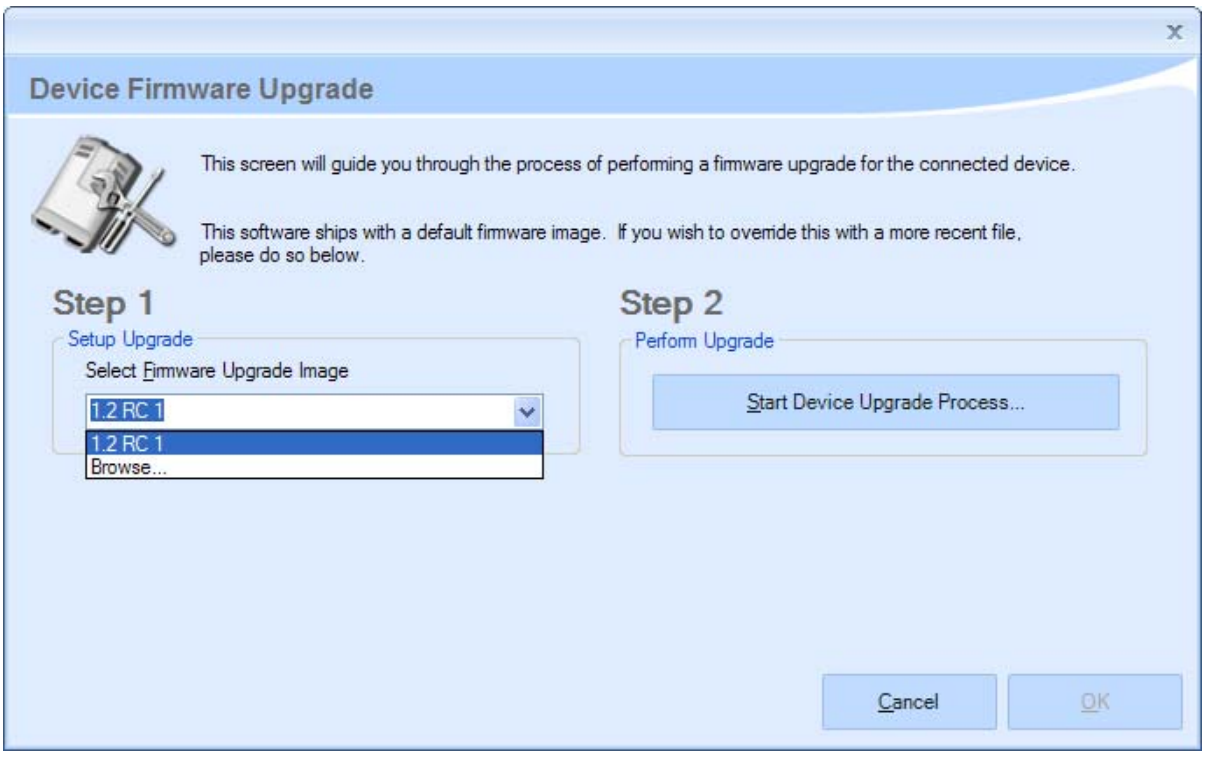
plusID device. This function is only necessary if you have received updated device firmware from Privaris.

! *A firmware upgrade does not erase or reset the device and has no impact on any of the information that is stored on the device (i.e., device settings, fingerprint templates, Administrator PIN, credentials, etc.)*

If a firmware upgrade is required for compatibility with the plusID Manager software, it will automatically be triggered by the application, as shown below:



After a firmware upgrade is initiated, the device reboots and displays a dialog that guides the upgrade process, shown below:



By default, the plusID Manager software ships with the most up-to-date version of firmware. Unless instructed otherwise by customer support, simply start the upgrade process with this image. Alternately, you may select the “Browse…” option.

Press the "Start Device Upgrade Process" to initiate the upgrade. The new firmware will be downloaded onto the connected device. During the download, the device's lights will cycle green, red, yellow and blue.

When the upgrade is complete a confirmation message will appear.

> **!** *Do not unplug the device from the computer until the cycling lights stop and a device upgrade confirmation message is received.*

c. Device Reset

The third tab of the "Settings" screen, "Device Reset," (Figure 13) enables all or portions of the information stored on the device to be erased and reset. The options on the Device Reset screen apply only to the plusID device that is presently connected to the plusID Manager software.

Check the boxes next to the appropriate reset option(s) and then select the "Apply Reset" button to implement the changes. All four lights on the device will flash concurrently while the device reboots to implement the changes.

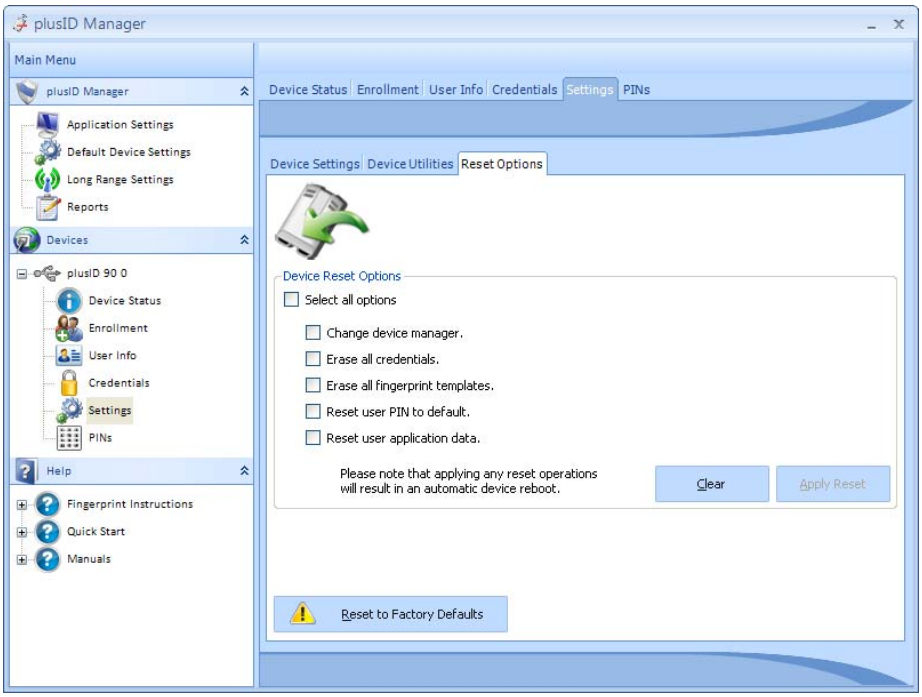


Figure 13
Device Reset Options Tab

The reset options are:

Change Device Manager

Each device can have only one administrative authority, or device manager. The "Change Device Manager" option disassociates the device with its original administrative authority (i.e., workstation running the plusID Manager software) and enables it to be re-

registered and administered on another or the same, workstation running the plusID Manager software.

Selecting this option will require the device to be re-registered.

! *Once the "Change Device Manager" option is implemented, and until the device is re-registered on another workstation within the same organization, the device is susceptible to being administered and manipulated by any other organization with plusID Manager software. However, once it is re-registered, it cannot be updated on any another computer running the plusID Manager software (even within the same organization).*

Erase All Credentials
This option erases all credential files stored on the device, which includes physical access card formats used for entering doors and facilities, and any logical access credentials required for computer logon.

Erase All Fingerprint Templates
This option erases all fingerprint templates that were enrolled in the device.

Reset User PIN to Default
This option changes the Personal Identification Number (PIN) that the device's user defined, and is required in addition to the plusID device for logging onto their computer, and reverts it back to the system default of 1234.

Reset User Application Data
This option erases third party software information that has been stored on the device, for example the minidriver that may be resident to enable computer logon. This command does **not** erase user data from applications that are not registered with the plusID Manager.

Reset to Factory Defaults (button in bottom left of screen)
Selecting the "Reset to Factory Defaults" option will destroy all access credentials, fingerprint templates, and reset both PINS (Administrative and User) and revert the device to its original factory–default state. This is the only function that eliminates all user data stored on the device.

This operation will erase all access credentials from the device. If the credentials exist in the plusID Manager's database, they can be reloaded to the same device. If there is no backup, the credential is permanently lost.

10. PINs

The PIN Management Screen enables the Administrator and User PIN to be changed and for the User PIN (only) to be reset.

a. Changing the Administrator PIN

The Administrator PIN can be changed, but it cannot be reset if lost or forgotten.

! *Once set, it strongly recommended that the Administrator PIN not be changed without a compelling reason.* Creation of more than one PIN will

result in a population of devices with different PINs and significantly increases the odds of being locked out of a device(s). There is no way to determine what PIN is on a device other than by trial and error (with a limited number of attempts).

To change the Administrator PIN:

1. Select "PINs" from the main menu tree. The PIN Management screen will be displayed.
2. Select the "Administrator" tab at the top of the dialog box
3. Enter the default Administrator PIN in the Current PIN field:

! *The factory default Administrator PIN for all new plusID devices is 4321*

4. Enter the organization's new Administrator PIN twice, in the indicated fields. The PIN can be from four to eight letters, numbers and/or characters in length.
5. Select "Change PIN."

Changing the PIN overwrites the previous Administrator PIN. This new PIN will now be downloaded onto all future enrolled devices. The computer on which the Administrator PIN was changed will no longer be able to communicate with previously enrolled devices (with the previous Administrator PIN).

b. **User PIN**

The User PIN is used for Windows login* or other smart card functions, post-enrollment. Each plusID device is shipped with a factory default User PIN (separate from the Administrator PIN). If the device is not to be used for smart card functions it is not necessary to change the User PIN.

For more information on using the plusID device for computer logon, see Section 8, "Credentials: Using the plusID for Windows Computer Logon."

* Logon requires Microsoft Windows 2000 Server or later configured as a domain controller and running Microsoft Certificate Services, and the Privaris minidriver (included with Privaris plusID Manager software). See Appendix E for a full description of system requirements.

c. **Changing the User PIN**

To change the User PIN on the device from the factory default:

1. Select "PINs" from the main menu tree. The PIN Management screen will be displayed (Figure 14)
2. Select the "User" tab at the top of the dialog box
3. Enter the default User PIN in the Current PIN field:

! *The factory default User PIN for all new plusID devices is 1234*

4. Ask the user to select a new User PIN, from four (4) to eight (8) letters, numbers and/or characters.
5. Allow the user access to the keyboard to privately enter their User PIN.

6. Select “Change PIN.”

! *For security purposes the Enrollment Administrator should not know the User PIN. Should the user forget their PIN, the Enrollment Authority can reset it to a default value without having the original User PIN.*

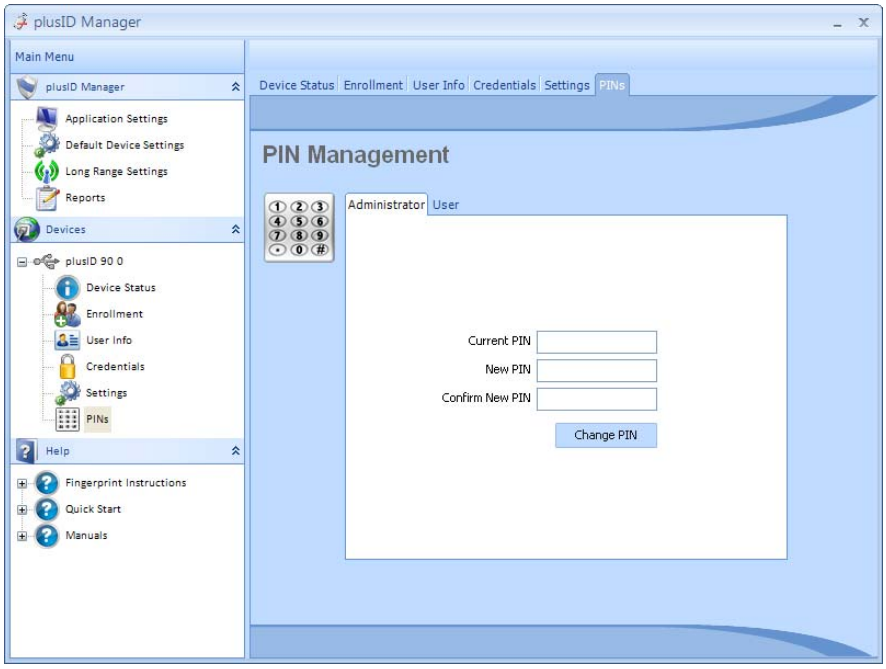


Figure 14
User PIN Screen

d. **Resetting the User PIN**

Unlike the Administrative PIN on the device, the User PIN can be reset to its factory default value in the event a user forgets their logon/User PIN. To reset the User PIN:

1. Select “PINs” from the main menu tree
2. Select the ‘User” tab
3. Select “Reset PIN."
4. Enter the Administrator PIN
5. The User PIN will be reset to its original default value: 1234.

Section IV: HELP

The "Help" branch of the main menu tree contains documentation for quick reference in lieu of referring to hard copies. There are three main categories of documentation. Click the "plus" arrow next to each category to see the expanded list of files contained therein.

Training Tool: A one minute plusID video that demonstrates proper swiping technique and speed is embedded in the "How to Swipe" PDF contained in the "Help" section. Open the file and click on the arrow in #6 to start the video.

The Help categories and documentation files include:

Fingerprint Sensor Instructions
- "How to Swipe" sensor instruction pictorial *(contains link to plusID video)*
- Troubleshooting guidelines *(abbreviated)*

Device Documentation
- plusID60 Quick Start Guide for device usage

Software Documentation
- plusID Manager software Quick Start Guide for device issuance
- plusID Manager Operators Manual

Viewing Help Documentation

All of the documentation is in PDF format and can be viewed simply by double-clicking the file name. The file will open within the application window.

To view a file in an external window, full size, click the "Launch in External Browser" text link at the bottom of the application window (Figure 1).

Printing Help Documentation

1. Click on the file name to open the document in the application window.
2. Click the "Launch in External Browser" text link at the bottom of the application window (Figure 1).
3. Print the document from the PDF viewer application used to open the file

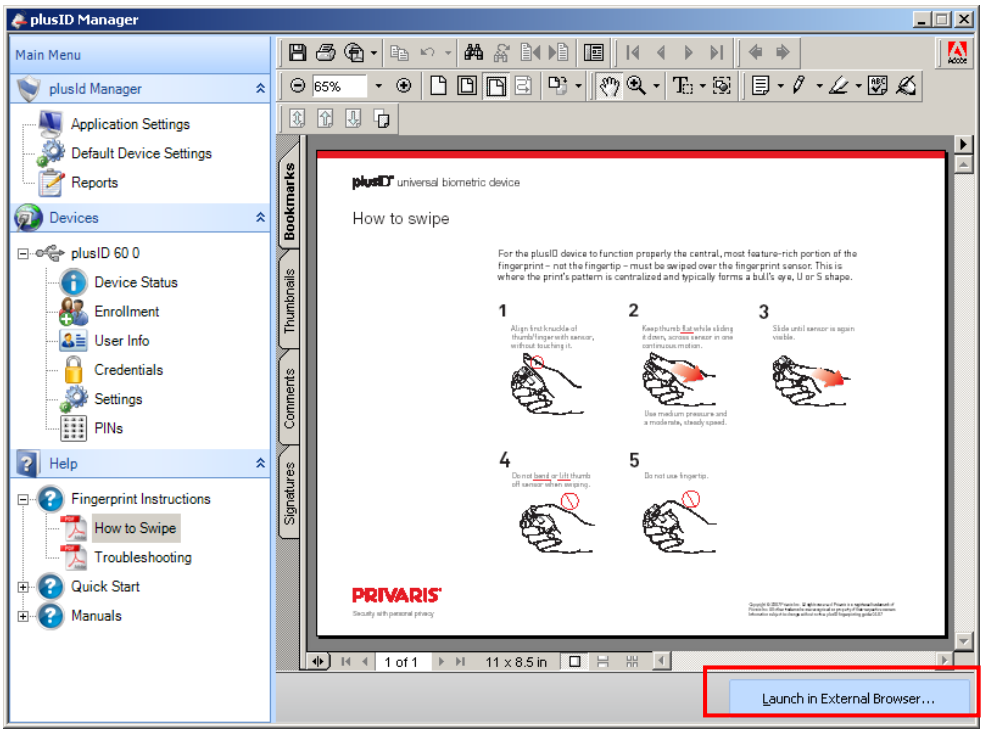


Figure 1
External Browser Button

Appendix A

Troubleshooting - Expanded

If any of the following three bullet points apply, refer to the troubleshooting levels below, starting with Level 1 and progressing through Level 5, as necessary, and erasing and re-enrolling fingers as necessary.

- Verification or enrollment failed
- Verifications are sluggish (two seconds or more)
- The user cannot could not quickly and repeatedly verify

Troubleshooting Level 1

- Make sure that the user is holding the device with only one hand, or as it was held during enrollment
- Wipe-off any excess dirt or grease from finger using a tissue or article of clothing

Troubleshooting Level 2

Review the following list of common swipe sensor errors and correct the user's behavior(s) accordingly.

Common Errors

- Accidentally touching the sensor before beginning to swipe

  Do not place/rest finger on sensor *before* swiping, it triggers the device's red light. Place finger on sensor and swipe in one continuous motion.

- Bending the finger during a swipe

  Always keep thumb flat and level with the device while swiping. Even a slightly bent finger lifts the central, most feature-rich portion of the fingerprint off of the sensor and exposes the fingertip (the least feature-rich portion of the print).

- Not following through

  Do not stop swiping until the fingerprint sensor is clearly visible above the thumb.

- Pressing too hard

  Do not squeeze the device. Use medium pressure. On a scale of 1 to 5, with 1 being very light and 5 being hard, pressure should equal about a 3.

- Not pressing hard enough

  Lightly dragging thumb over the sensor is not sufficient for the sensor to see the print. The finger must make solid contact, which requires medium pressure. On a scale of 1 to 5, with 1 being very light and 5 being hard, pressure should equal about a 3.

- Starting a swipe too high or too low

  With thumb hovering over top the sensor, align the first knuckle with the sensor as the starting point for swiping. This exposes only the central and most feature-rich portion of the fingerprint to the sensor during a swipe.

- Swiping too fast or too slow

  Use a moderate, steady speed. Swiping too fast or too slow prevents the sensor from collecting the necessary data for processing.

- Keep thumb level while swiping, do not tilt or rock thumb to the left or right.

Helpful Tip: show user the one minute plusID video that demonstrates proper swiping technique and speed. It can be found in the "Help" section of the plusID Manager. Under "Fingerprint Instructions." Open the "How to Swipe" file and click on the arrow in #6 to start the video.

Troubleshooting Level 3

Approximately 10% of all users have a fingerprint that is not centrally located. So the area that is swiped over the sensor is not very feature-rich and results in a low quality fingerprint template:

- Examine the user's fingerprint in bright light to determine if its pattern (typically a bull's eye, U shape, or S shape) is off-center and closer to the left or right side of their finger.

- If their print is off-center, coach the user to roll their finger to the left or right accordingly when swiping such that the main pattern of their fingerprint is fully exposed to the sensor. They will always have to use the same swiping technique (during enrollment and day-to-day device use).

Troubleshooting Level 4

If enrollment of the thumbs is still failing or verification is sluggish, try enrolling other fingers, starting with the primary index finger. If index fingers cannot be enrolled, attempt to enroll any other finger, with the goal of having any two fingers enrolled, one as a primary and one as a back-up.

The device is designed for thumbs so that is can be operated with one hand, but any finger can technically be enrolled.

Troubleshooting Level 5

Approximately 1 % of the population is unable to use fingerprint biometric technologies. If enrollment and verification is failing for all fingers after trying Troubleshooting steps 1 - 5, then the user should be issued a non-biometric means for access.

Appendix B
Overview of plusID Device Light Behavior

The plusID device has four indicator lights: green (top left), yellow (bottom left), red (top right), and blue (bottom right).

Green, Yellow, Red and Blue…appear all at once for an instant.
The device is powering on.

Green, Yellow, Red and Blue…blink four times
The device is powering off.

Green, Yellow, Red and Blue….then solid red and device powers off
Indicates a non-enrolled device. If the device is enrolled, it indicates a function button that has not been programmed with an access credential.

Blinking Green
The device is requesting a verification (fingerprint swipe).

Solid Yellow
The fingerprint sensor is processing a verification (fingerprint swipe).

Solid Green
Any successful fingerprint operation. During verification, solid green indicates a successful fingerprint match. During enrollment, solid green indicates a completed enrollment.

Solid Red
A failed fingerprint operation or a dead battery. During verification, solid red indicates that the device cannot match the live fingerprint placed on the sensor with the authorized users' stored fingerprint template. During enrollment, solid red indicates that the device was not able to capture enough data to successfully complete enrollment.

A solid red light after powering on the device, followed by the device automatically shutting off, indicates that the battery has been depleted and needs recharged immediately.

Brief solid red…then blinking Green
During enrollment, the sensor did not get sufficient information from the fingerprint to process the swipe. This often happens if the sensor is touched before a swipe is begun, as opposed to placing the finger and swiping in one continuous motion. When the device blinks green, try again.

Blinking Yellow
When disconnected from a computer, blinking yellow indicates a low battery (below 15%). The device needs recharged. When connected to a computer, blinking yellow indicates that a device with a low battery (below 15%) is being recharged. The blinking yellow will turn off when the battery is fully charged.

Blinking Red
Battery level is critically low (below 8%). Recharge device immediately.

Blinking Blue
Indicates device is connected via USB to a power source other than a computer (a wall or car outlet). If connected to a computer, a brief blinking blue light indicates device is attempting to establish a connection. A continuously blinking blue light when connected to a computer indicates a USB driver problem.

Solid Blue
Indicates that device has successfully established a connection to a computer via USB. The blue light will stay on as long as the device is connected.

Cycling Green, Red, Yellow, and Blue
The device's software is being upgraded. Wait until the cycling stops before turning off or unplugging the device from your computer.

Appendix C
plusID Battery Recharge Instructions

The plusID device is powered by a rechargeable battery. A single battery charge is good for approximately 1,000 uses/verifications. plusID models that include an LCD have a battery charge indicator (0 - 3 bars).

How to Charge

Connecting to a computer is the preferred method of charging. Insert the smallest end of the mini-USB cable (packaged with device) into the base of the plusID and the largest end into the computer's USB port.

! *A high power USB port is required for charging. Some hub and keyboard USB ports are incapable of charging plusID devices.*

plusID can also be charged with some wall outlet or car chargers that have a mini-USB connector output. Contact Privaris for a list of approved chargers. Using an unapproved charger can cause permanent damage and void the warranty of a plusID device.

How Long to Charge

A blinking yellow light indicates a low battery and a blinking red light indicates a critically low battery. Both require a recharge of approximately 90 minutes. The yellow light blinks while charging and turns off to indicate a full charge. If the battery is fully depleted, it may need recharging for two hours or more and may not power on during the first 20 – 30 minutes.

If the battery is too low for the device to function properly, it may simply not power on, or it may turn on, display a solid red light and then immediately power off. In this state, a recharge of two hours or more may be required and the device may not exhibit any signs of life for the first 20 – 30 minutes of charging.

Note: A dead battery has no affect on the data that is stored on the plusID device

Appendix D
plusID Button Operation

The plusID has four function buttons on the face of the device that during enrollment can be programmed with physical access credentials (card formats) for various doors and facilities.

Power On

Press any button that is programmed with an access credential. All four lights will appear for an instant and then blink green to request a verification (fingerprint swipe). If a solid red light appears instead of a blinking green light, the button does not have an associated access credential.

Restart

With the device powered on, pressing any other button with an access credential will restart the device.

Power Off

Press the same button used to turn on the device, or any button without an access credential. All four lights will blink four times as the device powers off. The device will turn off automatically after a pre-determined number of seconds (as configured under “Default Device Settings” in the plusID Manager).

Appendix E
Using plusID Devices for Logon in a Microsoft® Domain Environment

Introduction

plusID biometric devices can be used to log users onto a domain, via two or three-factor authentication. The plusID device is ISO 7816 Part 3 smart card compliant, and as such enumerates itself to a computer exactly like a smart card, allowing for rapid enterprise integration of plusID devices across Microsoft® systems that support smart cards.

System requirements

The following are the smart card related system requirements for deploying Privaris plusID biometric devices into a Microsoft® environment for user authentication/logon:

1. **Microsoft Windows domain environment**

   Microsoft Windows 2000 Server, and later, natively support smart card authentication as a means of logging users onto a domain environment. In a domain environment, users and their access permissions are stored and managed in a central location, referred to as the Active Directory.

   Once a server is configured to act as a domain controller, smart card authentication via plusID biometric devices is automatically enabled on all client machines that are a member of the domain. For details on server configuration, see "Additional Information" below.

2. **Microsoft certificate services**

   Smart card authentication relies on the public key infrastructure (PKI) to authenticate users to the domain. The Microsoft Certificate Services are the server component that provides the infrastructure to support PKI and is responsible for issuing credentials (certificates) that can be used for a variety of purposes, including secure email and user authentication.

   In security-conscious environments, these credentials are stored on a secure device such as the Privaris plusID so that they may not be tampered with or used without authorization. The Microsoft Certificate Services include a web-based interface through which an administrator can generate credentials for a user and securely store them on the user's plusID. For details on downloading certificates, see "Additional Information" below.

3. **USB port**

   The plusID device connects to the client machine using the Universal Serial Bus (USB). Each client machine must have at least one USB port available in order to connect to the device. The plusID device works with both high-power and low-power USB ports, though a high-power port is recommended in order to recharge the plusID's internal battery.

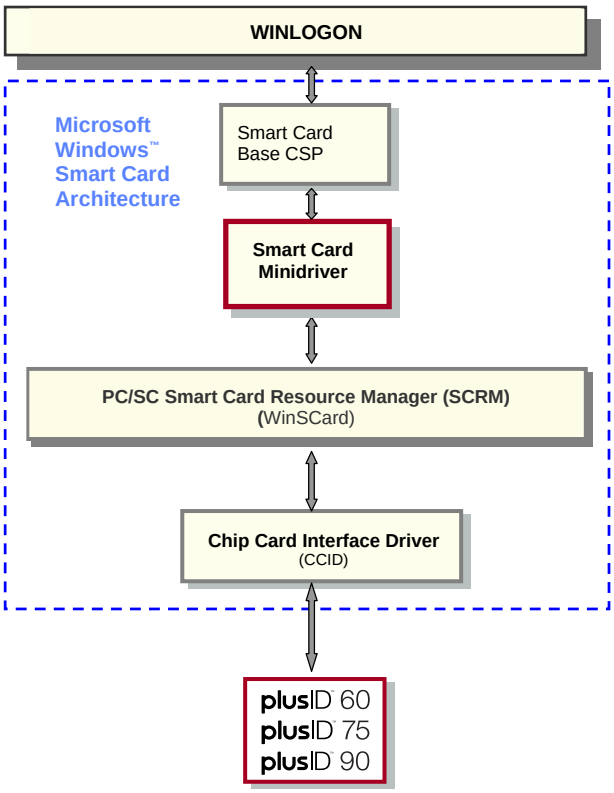
4. **Device Driver Software**

   Client machines must be configured before they are able to make use of a plusID. This includes the installation of device driver software, which consists of a CCID driver and a plusID device minidriver. The CCID driver is a standard driver provided by Microsoft for

working with smart card devices such as the plusID and can be obtained via Windows Update when the plusID is first connected to the client. The device minidriver is a small software library provided by Privaris that allows Windows to interact with the plusID. The minidriver is included on the same CD-ROM as "plusID Manager" (the device enrollment and configuration software) and must be installed on each client machine.

How plusID Interfaces with Microsoft's Smart Card Architecture for Logon

Blocks in red supplied by Privaris. Yellow = Microsoft software White = hardware



Additional information

Microsoft's "Smart Card Deployment Cookbook" is an excellent resource covering all aspects of smart card deployment, from general information to detailed installation and configuration information. It can be accessed online at:

http://www.microsoft.com/technet/security/guidance/identitymanagement/smrtcdcb/default.mspx.

Appendix F
Licensing Agreement

READ THE TERMS AND CONDITIONS OF THIS LICENSE AGREEMENT (“AGREEMENT”) CAREFULLY BEFORE SELECTING THE “I ACCEPT” BUTTON BELOW. THE SOFTWARE APPLICATIONS AND THE ACCOMPANYING USER DOCUMENTATION CONTAINED ON THIS MEDIA ARE COPYRIGHTED AND ARE LICENSED (NOT SOLD) TO YOU IN ACCORDANCE WITH THE TERMS OF THIS AGREEMENT. BY SELECTING THE “I ACCEPT” BUTTON BELOW, YOU MANIFEST YOUR ASSENT TO BE BOUND BY THE TERMS OF THIS AGREEMENT. IF YOU DO NOT ASSENT TO BE BOUND BY THE TERMS OF THIS AGREEMENT, THEN YOU MUST SELECT THE “I DO NOT ACCEPT” BUTTON BELOW AND PROMPTLY RETURN THIS MEDIA, IN UNALTERED FORM, AND YOU WILL RECEIVE A REFUND OF YOUR MONEY.

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3. Grant of Licenses. Licensor grants you the personal, nontransferable, nonsublicensable and nonexclusive right and license to install and execute the Software (in its executable, objectcode form only) on the Hardware for the sole purpose of serving your personal needs or the internal needs of your business. You shall not assign, sublicense, transfer, pledge, lease, rent, or share your rights under this Agreement, whether by contract, operation or law or otherwise. Any use, copying, or distribution of the Software not expressly authorized by this Agreement shall automatically terminate your right and license hereunder. This grant shall be limited to use of the Software with the Hardware in accordance with the terms of this Agreement.

4. Trade Secret Protection. The Software contains substantial trade secrets of Licensor, and you shall employ reasonable security precautions to maintain the confidentiality of such trade secrets. You shall not "unlock," decompile, or reverse-assemble the binary or object code portions or versions of the Software, as the terms are generally used in the computer industry.

5. Fees. The fees for the use of the Software in accordance with this Agreement consist of the periodic license fees that are based on the number of devices purchased by you as such periodic license fees may be modified from time to time by Licensor. The dollar amount of such fees and the terms of payment are specified in the product invoice separately furnished to you. You shall pay such fees to Licensor in accordance with the terms of such product invoice.

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YOU ACKNOWLEDGE THAT YOU HAVE READ THIS AGREEMENT AND UNDERSTAND THIS AGREEMENT AND THAT BY OPENING THIS PACKAGE, YOU MANIFEST YOUR ASSENT TO BE BOUND BY ITS TERMS AND CONDITIONS.

[ ] I ACCEPT
[ ] I DO NOT ACCEPT

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Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

NOTE: The manufacturer is not responsible for any radio or TV interference caused by unauthorized modifications to this equipment. Such modifications could void the user's authority to operate the equipment.