



Secure Single Sign On with FingerTec OFIS



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1 • Introduction

Welcome to OFIS Gateway

OFIS Gateway is a program that enables FingerTec OFIS devices to be used as a fingerprint login option for Windows operating systems. With OFIS Gateway in place, you will not need to worry about remembering passwords again! A simple scan of your fingerprint will suffice.

To setup the OFIS Gateway, it is recommended that you follow the steps provided by this manual closely. Before beginning, you should make sure that your computer has the following system requirements:

- Microsoft Windows 2000 / Windows XP / Vista 32-bits / Vista 64-bits/ Windows 7 32-bits/ Windows 7 64-bits
- Intel Pentium 100MHz or higher
- 64MB RAM or higher
- Hard disk space requirement of at least 60 MB
- Built-in USB port

If your computer matches all the minimum requirements stated above, it is time to begin your setup!

2 • Installation & Setup

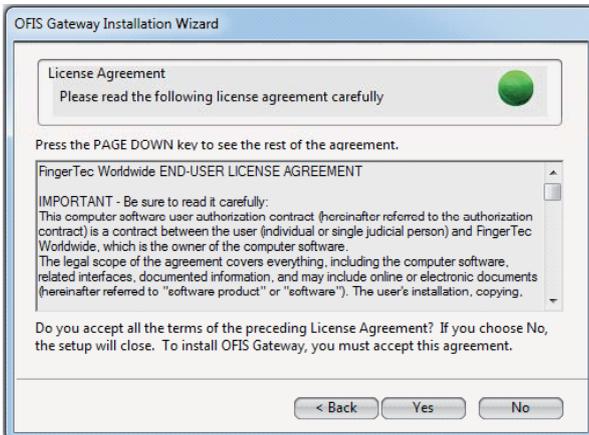
Registering Your OFIS Gateway

Registration is an important step to obtaining a valid and genuine license. Your OFIS scanner comes with an activation key. This activation key will be needed to register the OFIS Gateway effectively. Alternatively, you can opt for the 30-day free trial offered by OFIS Gateway, which does not need an activation key.

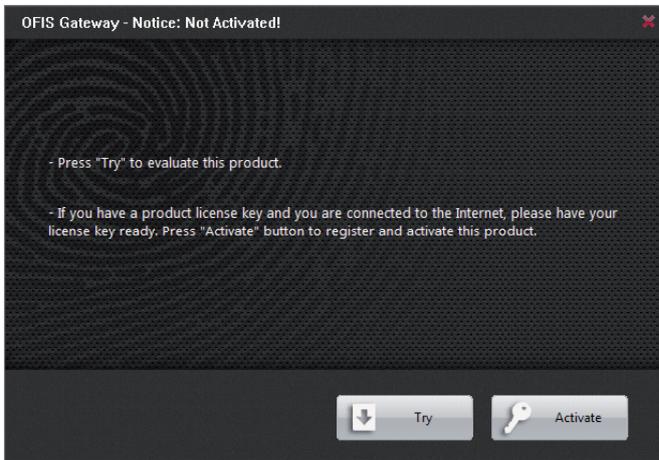
1. Insert the CD included with your OFIS Scanner hardware.
2. Double click on the file labelled **OFIS_Login.exe** and click **Next** to launch the license agreement. You will need to accept the license agreement to proceed by clicking **Yes**.



Note: If you have any antivirus software running in the background, you may have to temporarily disable the antivirus software may interrupt installation, and result in the software not being completely installed.



3. After accepting the agreement, you will need to choose to install a trial version of the software by selecting **Try**, or the full licensed version by selecting **Activate**.



Note: If you want to evaluate this product for a short period or are unable to get Internet access for the moment, you can opt to install the Trial version first. Note that the trial version lasts for 30 days; a license has to be purchased to use the full version of the OFIS Gateway.

- Before proceeding with the full license Registration, make sure you've done the following:
- Make sure your PC is connecting to the Internet. If you choose **Registration**, you will need an Internet connection to connected the license registration.
 - Prepare a username and a valid email address for **Registration**. A username and a valid email address will be needed for future upgrades, and technical support authentication.
4. Upon clicking registration, you'll be asked to insert a Product Authorization Code, User name, E-mail Address and Phone Number. After you input the directory, please click **Register** to complete online registration.

Manual Registration

Due to some restriction, such as firewalls and absence of a stable Internet connection, you can opt to use the Manual Registration instead. **Manual Reg** will redirect you to send our support team an email. Our support team will register your license for you and revert back to you with a registration attachment, for which all you have to do is click **Import License**, select the file and click **OK**.

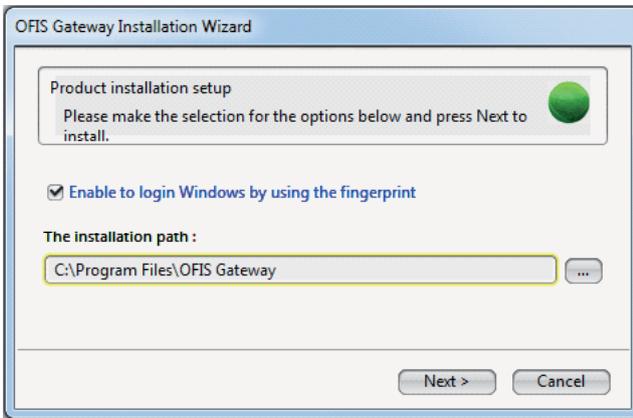
5. After successfully completing the registration, the **Save To** button will be activated. Click the button to save your registration information for future reference.
6. OFIS Gateway will select a default proxy setting for the computer's Internet browser. If you wish set it up yourself, click on **Set up proxy server**.

You have now successfully installed the OFIS Gateway program! Proceed to the next section for steps on setting up your PC with fingerprint security.

Installing & Setting Up Your OFIS Gateway

After the registration step, an Installation Wizard for the OFIS Gateway will pop up. Follow the steps below to install and setup the OFIS Gateway successfully.

1. Clicking the **Enable Windows login using fingerprint** checkbox will turn on the function, which requires you to scan your fingerprint to login to Windows during each startup. Unclicking this will maintain the usual password login for Windows. This setting can be altered later on if you wish (**See Page 24**).

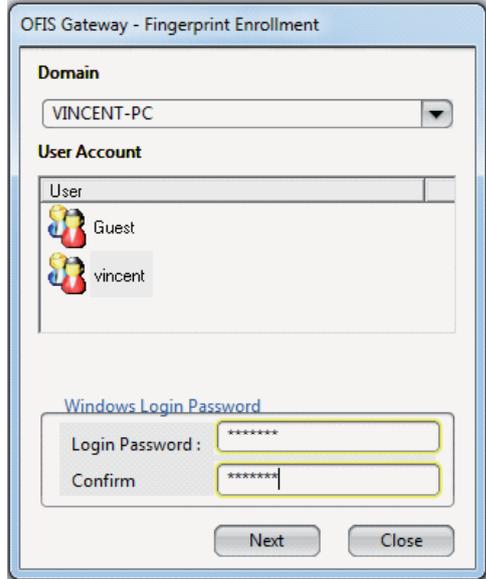


2. Define the installation path by clicking on "...", or leave it blank to use the default path. Click **Next** to proceed.
3. If you chose to login to Windows using fingerprint, please follow the process of fingerprint enrollment in the next section to complete the installation.

Enrolling a Fingerprint for Windows Login

Fingerprint login for Windows are setup according to each account available on the PC. Follow the steps below to enroll a fingerprint for each of the Windows users.

1. Select from the dropdown menu the user account which you wish to setup fingerprint login.
2. Click **Enable Windows login using fingerprint**, and insert the login password for the selected account. Click **Next** to continue.



OFIS Gateway - Fingerprint Enrollment

Domain

VINCENT-PC

User Account

User

Guest

vincent

Windows Login Password

Login Password : *****

Confirm *****

Next Close

3. Choose the fingers that you wish to enroll for the selected account. Up to 10 fingerprints can be enrolled in one account. Select the finger and click **Next**.



OFIS Gateway - Fingerprint Enrollment

Fingerprint Enrollment

Select the finger you want to enroll the fingerprint by clicking on it.

< Back Next > Cancel

4. Plug in your OFIS scanner device and scan your finger 4 times according to the instructions on-screen.



5. After successfully scanning your fingerprint, the window will return to the previous page for you to enroll another fingerprint. Repeat step 3-4 to enroll another fingerprint. Click **Finish** to end the process.
6. The window will return to the initial stage, should you want to setup enrollment for another login account. Repeat steps 1-5 to enroll a fingerprint for another account. Click **Close** to end the whole process. It is recommended that you restart your PC to complete the configuration.

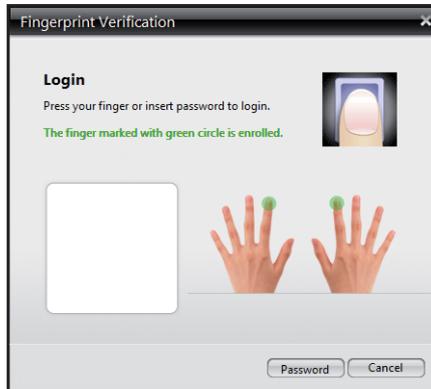
Logging in to Windows with Fingerprint

WINDOWS 2000/XP

1. Once the PC has reached the login page, choose the user account you wish to login to. Click **More Users**, to view all account users. Please choose the account you wish to login and click Login. You can also select other domains to **login** from the drop down menu.



2. Plug in your OFIS scanner. Once the OFIS scanner is detected, the fingerprint login window will pop up. Scan your fingerprint that was enrolled earlier. If the fingerprint authentication fails, the indicator will appear as . Retry until the authentication is successful.



If your OFIS scanner device is not detected, a warning window will popup. Please plug in or remove and re-plug in your OFIS scanner. If your scanner still fails to be detected after several tries, you can always log in alternatively by clicking on **Password**. Contact support@fingertec.com or your local reseller for OFIS scanner repairs.



Note: Make sure that center-point of your fingerprint is placed properly on the scanner. Refer to Page __ for more details.

WINDOWS VISTA / 7

1. Once Windows Vista / 7 has reached the login page, click **Finger Login** to enter the window.



2. Plug in your OFIS scanner and scan your fingerprint that was enrolled earlier. If the fingerprint authentication fails, a notification window will pop up. Retry until the authentication is successful.

If your OFIS scanner device is not detected, a warning window will popup. Please plug in or remove and re-plug in your OFIS scanner. If your scanner still fails to be detected after several tries, you can always log in alternatively by clicking a normal account and entering your password. Contact support@fingertec.com or your local reseller for OFIS scanner repairs.

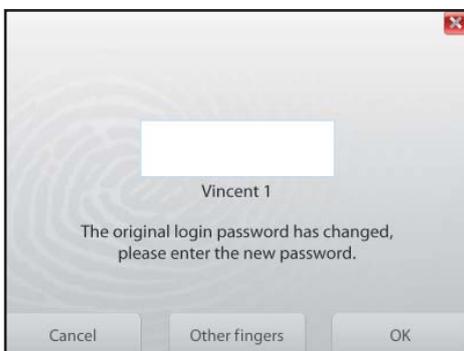


3. Once the authentication succeeds, all the accounts matched to this fingerprint will be listed. Please choose the account your wish to login to.

4. If you want to abandon the user account currently in use, you can scan other enrolled fingerprints to login to other domains and user accounts. Click **Cancel** to return to Windows Vista / 7 Login.



5. If you recently changed your User password from the Windows Control Panel, a window will pop up to remind you that you have changed your password. Insert your new password to proceed. This only applies for the first login after the change of password.



6. If you have turned off the Login with Fingerprint function but click **Finger Login** anyway, a popup will notify you that the fingerprint login is deactivated. Click **Cancel** and proceed to login with your normal user account with a password. You can enable and disable the fingerprint login function as you wish from the **Windows Login Setting** function (**See Page 24**).



3 • Configuring Settings in OFIS Gateway

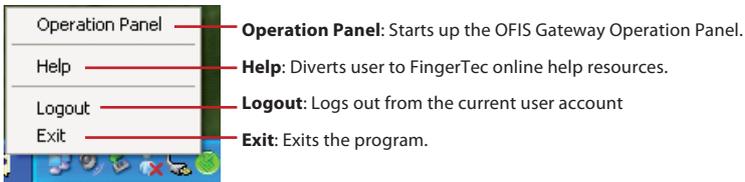
Operation Panel overview

The OFIS Gateway settings can be configured via the OFIS Gateway Operational Panel. From the panel, you can easily perform functions such as.



Starting the OFIS Operation Panel

To view the Operation Panel, right-click on the  icon on the Windows task bar.



Logging in to the Operation Panel

To enhance the security of your data, you have to login first before being able to perform any configurations on the Operation Panel. The login window will automatically pop up when you start up the Operation Panel. You can login using your fingerprint authentication or with your password.

1. Plug in your OFIS scanner and scan the fingerprint that was enrolled under your account. Once the fingerprint is authenticated, the Operation Panel will pop up.



2. You can also login by entering your password. Click **Password**, enter your password and click **OK**. If you forgot your password and have set's password hint previously, click  to display the password hint. Once the password is approved, the Operation Panel will pop up.



Configuring Host Lock Setting

Host lock setting allows you to configure the use of fingerprint as a login after the PC has gone into sleep mode, or screen saver mode, or after the OFIS scanner has been unplugged, much like using a password to login after resuming a PC from the screensaver. Follow the instructions below for configuration.

1. Click the **Host Lock Setting** icon.
2. Select **Activate Screen Saver** to enable screen saver.
3. Use the arrows to set the amount of idle minutes before the PC launches into the screen saver.



Note: This function is not available unless you enable options under "Windows Login Maintenance" of OFIS Gateway and Screen Saver of Windows.

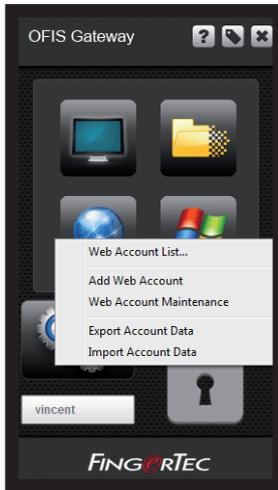
4. Check the **Activate PC Lock** option. Enabling this option locks the PC with a password if the OFIS scanner has been unplugged.
5. Specify the idle hours in the **Lock Expired Hours** column after which you would like the PC to unlock, should you be unable to find the OFIS scanner and if you forget the unlocking password. Define an **Unlock Password** to unlock the PC after the OFIS scanner has been unplugged.
6. After Host Lock is enabled, you will notice that the icon on the Quick Launch area of the desktop has changed to  .



Configuring Web Account Setting

Web Account Setting allows you to configure your web accounts, such as Emails, online shopping accounts, and other accounts that require a username and password, to use a fingerprint as a password instead. You can view your web accounts, add web accounts, maintain your web accounts, and export/import your web account data from here.

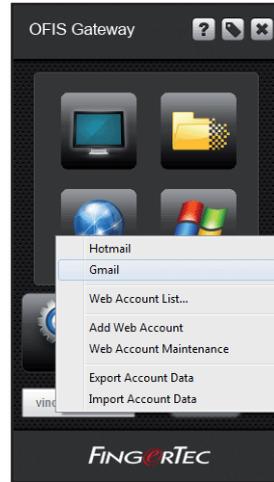
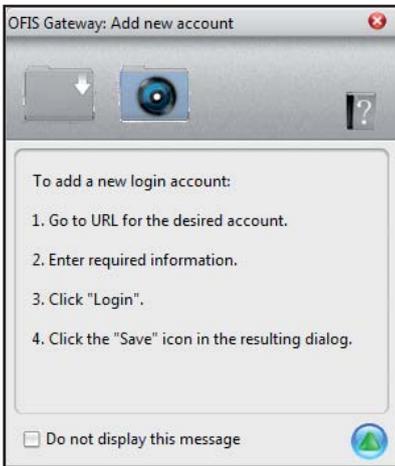
Click on the **Web Account** icon, then select a command.



ADDING A WEB ACCOUNT

From here you may add web accounts that will automatically login after you have authenticated your identity via fingerprint.

1. After selecting **Add Web Account**, the Web browser will launched automatically.
2. Follow the instruction on the dialogue box.
3. After clicking , your web account will be saved and displayed in the submenu as a command. The web account will login automatically after you click on this command.



VIEWING WEB ACCOUNT LIST

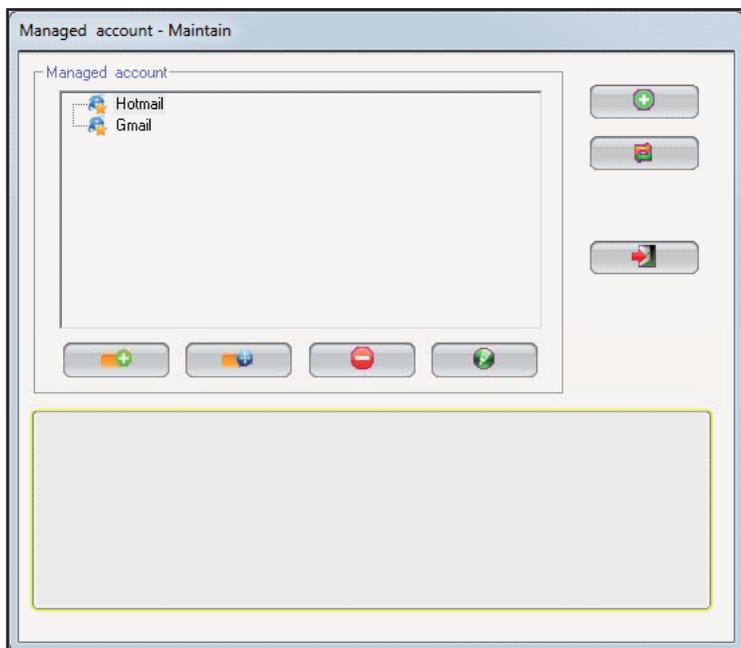
A **Web Account List** allows you to view all your saved Web Accounts easily in one small window.

1. Select a web account that you have saved previously, and click  to launch the web browser and login to your account.
2. Click  to close the dialogue box.



WEB ACCOUNT MAINTENANCE

The **Web Account Maintenance** option allows you to arrange and organize your web accounts according to folders and lists, just like how you would organize your Internet bookmarks. You may also configure the settings of each web account from here.



1. Click  to create an account.
2. Click  to test an account login.
3. Click  to close the window.
4. Select a web account and click  to open **Web Account Properties Editor** and manage the properties of each web account. Edit the relevant fields and click  to save.

Web Account Properties Editor

URL Name:

URL:

Appendix:

Advanced Option

Auto Login **Show at Quick start**

Name	Value
login	testing@hotmail.com
passwd	*****

URL Name: Edit the label for this web account here.

URL: Edit the URL Address of the web account from here. (We do not recommend to edit this in case of a login error)

Appendix: Add any notes to the web account here for reference.

Auto Login: Select this check box to login to the selected account automatically.

Show at Quick start: Select this check box to login to this web account automatically when the OFIS Gateway is launched.

Name: Edit the name of the information field here (eg: Username/Password)

Value: Edit the matching value for the field here.

- Click to delete an accounts.
- Click to create folders for organization.
- To move an account, click to open the **Browser Folder** dialogue box. Then select the destination folder, click **OK** and click to close the dialogue box.

Browser folder

Please select one folder to put data that you want to move.

- [-] OFIS Root Folder
 - Folder

Exporting Account Data

You can export all the information from your web account data and save to a memory drive for a backup or for use with other OFIS Gateway programs.

1. Select **Export Account Data** command.
2. Scan your finger on the OFIS scanner to verify your identity.



3. Define the location path for saving the web account data.



IMPORTING ACCOUNT DATA

You can import your web account data details from a previously exported file, and use it with other OFIS Gateway programs.

1. Select **Import Account Data** command.
2. Scan your finger on the OFIS scanner to verify your identity.



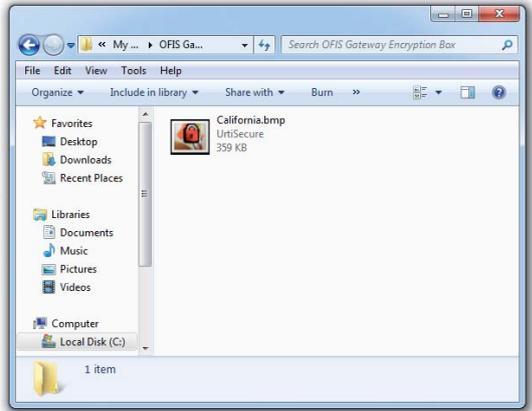
3. Select the data file which you would like to import.



Configuring File Encryption

The OFIS Gateway program not only protects your login accounts with fingerprint, but also lets you encrypt your selected files with fingerprint verification. This is useful for especially confidential documents in a PC, for example an employee history database file or any classified documents.

Click **File Encryption Box** icon on the control panel to open **OFIS Gateway encryption Box** in the Windows Browser.



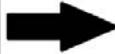
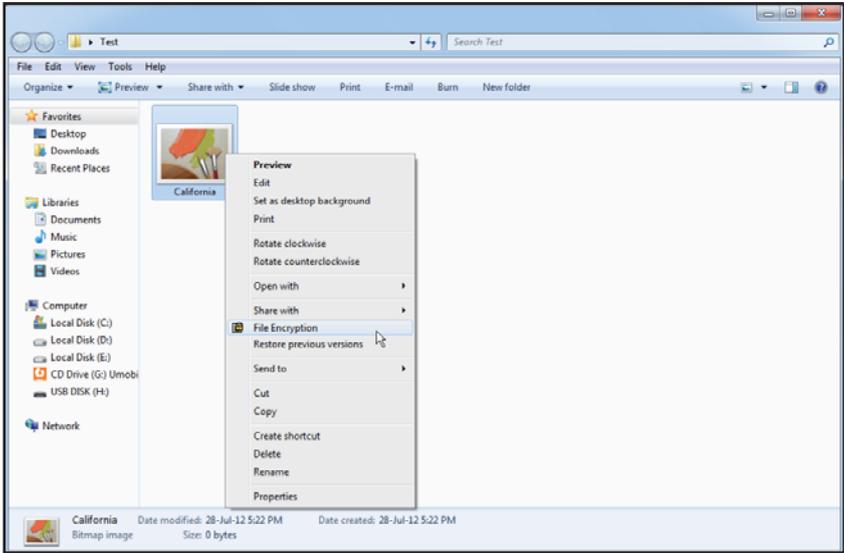
ENCRYPTING A FILE

Drag a file/folder into the **File Encryption Box** icon, the file/folder will be encrypted and moved to the **OFIS Gateway encryption Box**.

Files and folders can also be encrypted either one-by-one or many at a go by the following method:

1. Select files/folders.
2. Right click and select **File Encryption**.
3. Scan your finger on the OFIS scanner.

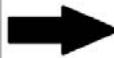
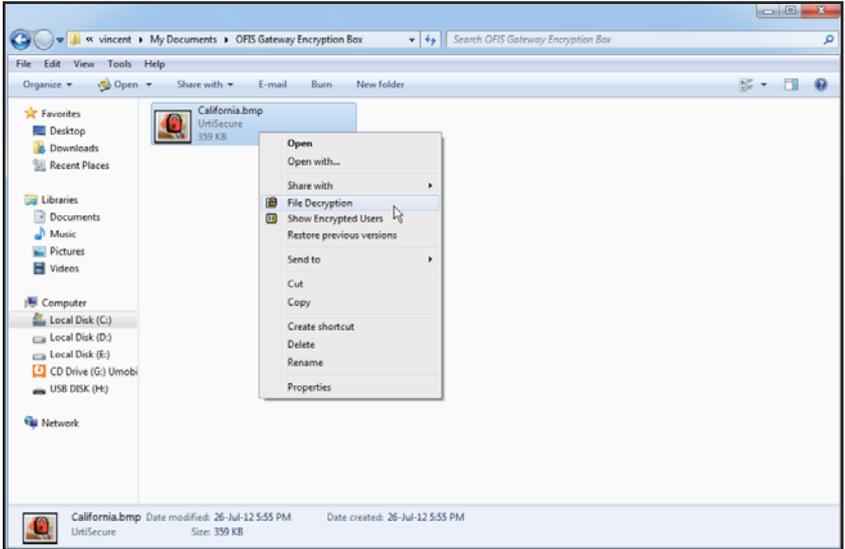




Once encrypted, the symbol  will be shown on the encrypted file.

FILE DECRYPTION

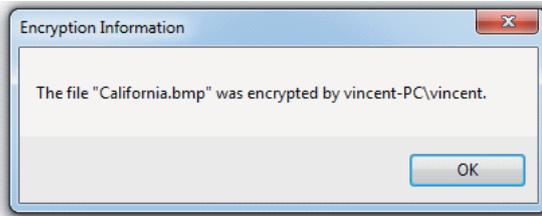
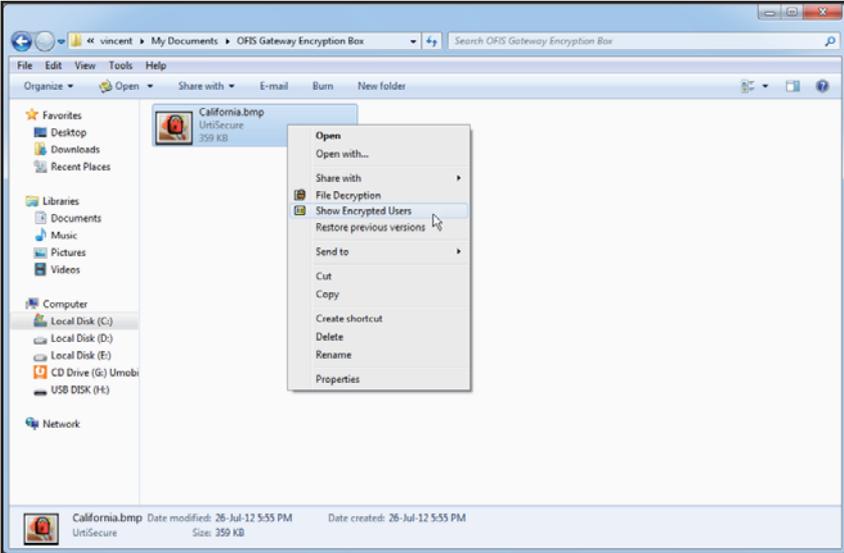
Select an encrypted file/folder, right click and select **File Decryption**, and then scan your finger on the OFIS scanner for verification. The file(s)/folder(s) will then be decrypted.



ENCRYPTION USER INFORMATION

This function allows you to find out which user has encrypted the file. The encrypted file can ONLY be decrypted by the user who encrypted the file.

Right-click on the encrypted file/folder and select **Show Encryption User**.



Windows Login Setting

This function allows you to edit and manage the settings of the Windows fingerprint login.

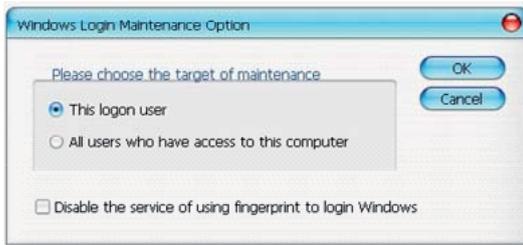
Click on **Windows Login Setting**.



LOGIN AUTHORIZATION: ADMINISTRATOR

If you have logged in as an administrator, you will also be able to configure settings for other users from the Windows Login Setting.

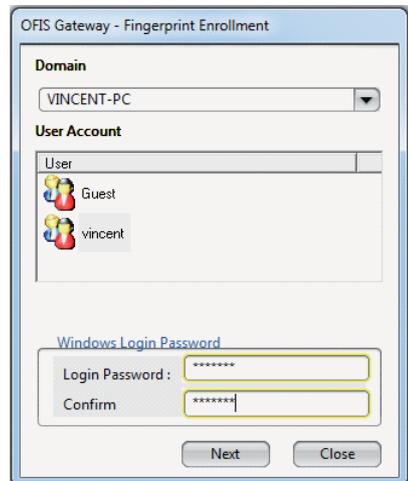
1. When clicking on **Windows Login Setting**, you will see the options **This logon user** and **All Users who access to this computer** available at the start.



2. Choose to select or unselect the **Enable Windows login using fingerprint** option, insert your **Windows Login Password**.
3. If you selected to configure only **This logon user**, click **Yes** to finish.



4. If you selected to configure **All Users who access to this computer**, you will then need to select a user account, enter the password, then click **Next**.





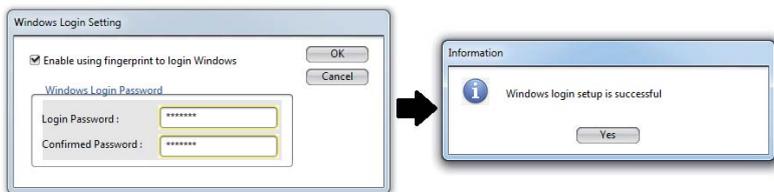
The Windows Logging Setting is now completed.

LOGIN AUTHORIZATION: LIMIT USER

If you have logged in as a limited user, you will only be able to configure settings for your current login account..

1. Check **Enable Windows login using fingerprint** and click **OK**.

The Windows Logging Setting is now completed.



Managing System Settings

This feature allows you to manage the various settings available in the OFIS Gateway program, such as enrolling an additional fingerprint, activating web account and file encryptions, as well as change your login password.

Click on the **System Setting** icon, and select a command:



MAINTAIN ENROLLED FINGERPRINT

This feature allows you to enroll an additional fingerprint under your account. You will then be able to login, encrypt files, and login to web accounts using this newly enrolled fingerprint.

1. Scan your fingerprint or insert your password for verification before proceeding.



2. Select a finger to enroll, and follow the instructions on screen to scan the fingerprint 3 times.



CHANGE PASSWORD

This feature allows you to change your Windows login password.

1. Fill in all fields and click **Change**.

Change Password

Change Cancel

Old Password (Windows login) :

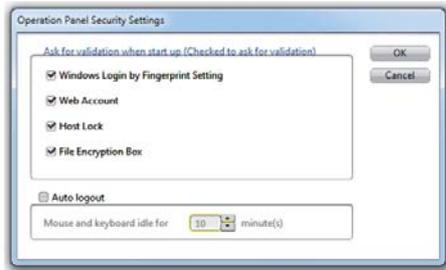
New Password :

Confirm New Password :

Hint :
Windows login password

OPERATION PANEL SECURITY SETTINGS

1. Scan your fingerprint or insert your password for verification before proceeding.
2. Select the options that you wish to apply, and click **OK**.



There are also some additional options that should be taken note of in the window:

Ask for validation when start up – If this option is checked, fingerprint verification will be needed every time you open the selected features. A green indicator will then appear on the corresponding features to indicate that fingerprint verification is needed.

Auto Logout – Check this option and input a specified duration (in minutes) to automatically log out of the OFIS Gateway Operation Panel after the PC is idle for the specified time

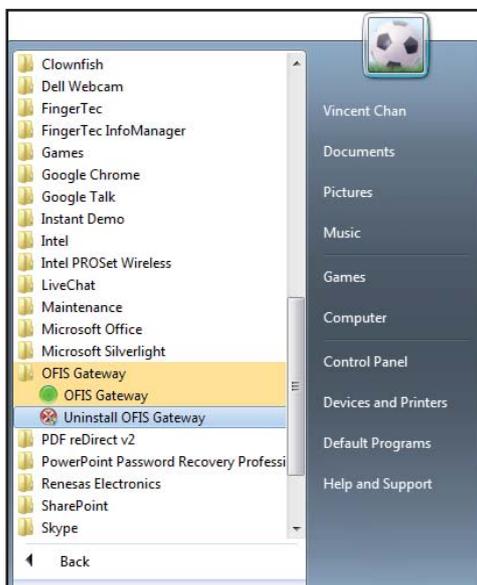
4• Uninstalling OFIS Gateway

Uninstalling the OFIS Gateway

You can easily uninstall the OFIS Gateway anytime, if you do not wish to use it any longer by following the instructions below. However, you will first need to have exported all your Web Account data (**See page 19**), and decrypted all your encrypted files before uninstalling the OFIS Gateway. *This is an important step as all OFIS Gateway associated data will not function properly after the uninstallation.*

The OFIS Gateway will be removed after you complete this process. Please restart your computer after the OFIS Gateway is removed.

1. Click **Start**, go to **Programs**, select **OFIS Gateway**, and then select **Uninstall OFIS Gateway**.



2. A window labeled **Uninstall Application Confirmation** will pop up. Click **OK**.

IMPORTANT: Make sure that you have exported all your Web Account data (See page xx), and decrypted all your encrypted files (See page xx) before uninstalling the OFIS Gateway.



3. The program will be removed from your computer after you verify your identity by fingerprint or password. Please restart your computer to complete the uninstallation.

5 • Frequently Asked Questions

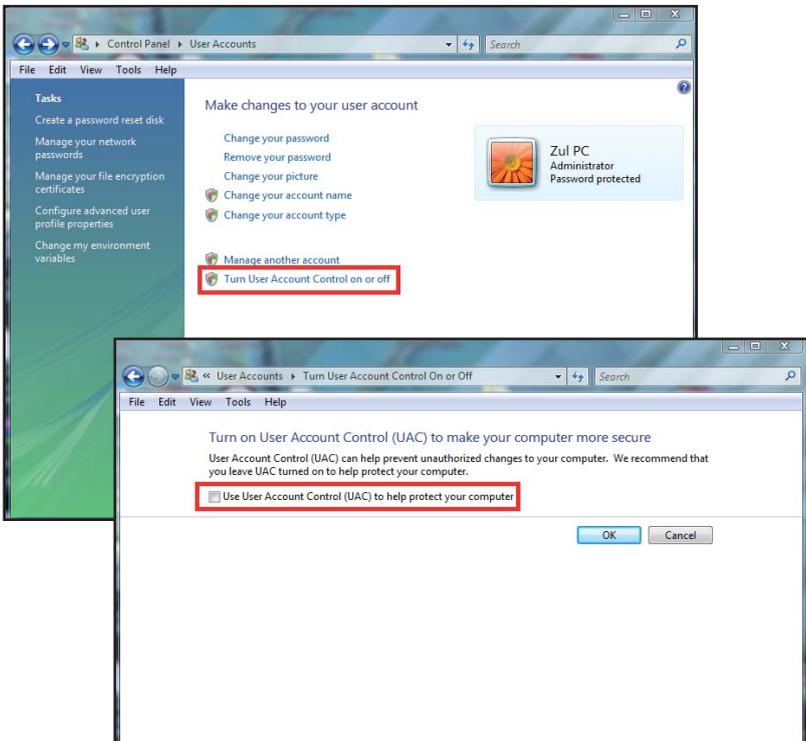
Q

I am unable to execute file encryption when I drag files to the OFIS Gateway Operation panel using Windows Vista. Why is this so?

A

This is because the User Account Control (UAC) has been enabled. When applying the UAC, a user will have to open the control panel using limited privilege as encrypting Limited Privilege files under an Administrator account is not permitted in Windows Vista.

To disable the UAC, go to your Windows **Control Panel**, choose **User Accounts** and unselect the Use **User Account Control (UAC) to help protect your computer**.



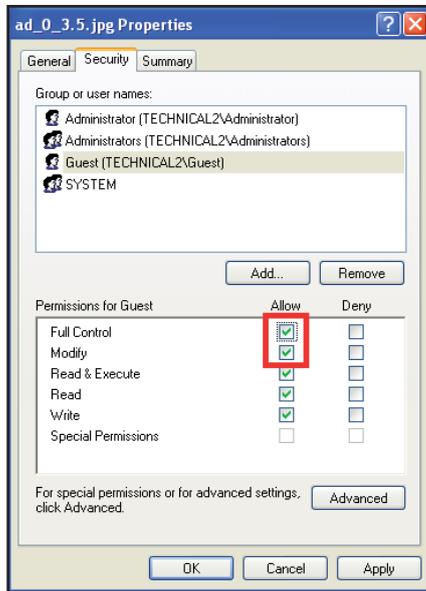
Q

Why should a user under a non-administrative privilege keep the original files when undergoing file encryption in NTFS format?

A

NTFS format emphasizes strongly on the file privilege strictly, therefore a User must have the privilege to delete files before being able to delete files in NTFS format.

To set the privilege, right click on the file or folder which you wish to delete, choose **Priority**, and click on **Security**. Select the privilege of **Full Control** and **Modify** to execute the file encryption. Now the user will be able to delete the original files.

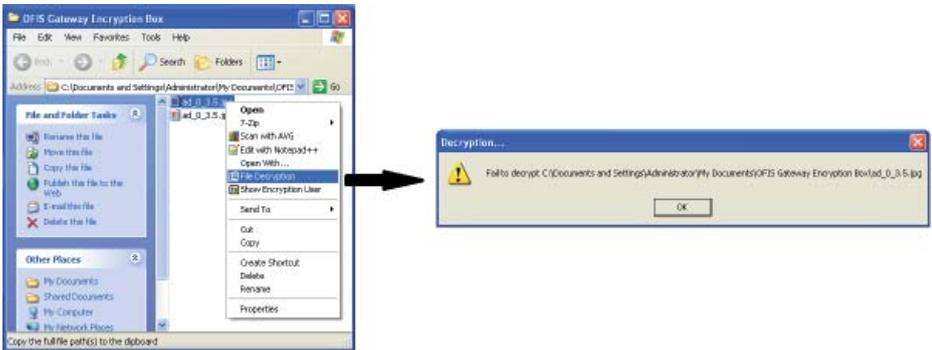


Q

Why does the user of an Administrator privilege fail to execute file decryption in NTFS format although the original files and the encrypted files are saved in the same folder?

A

When you execute file decryption where the original files and encrypted files are saved in the same folder, decrypting the encrypted file will mean that the original file will have to be overwritten, which is not permitted by the program. To be able to decrypt the encrypted file, simply rename the encrypted file and proceed.



Q

I can't seem to encrypt files with a "~" mark. How do I do this?

A

Files with a "~" mark can't be encrypted. To be able to encrypt it, simply rename the file and remove the symbol from the filename.

6 • Other Resources

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FINGERTEC WORLDWIDE SDN BHD

