

Fingerprint Enrolment Procedure

Remove the protective film over the finger print sensor!



Press M/OK and you are asked to Verify, enter 9999



M/OK



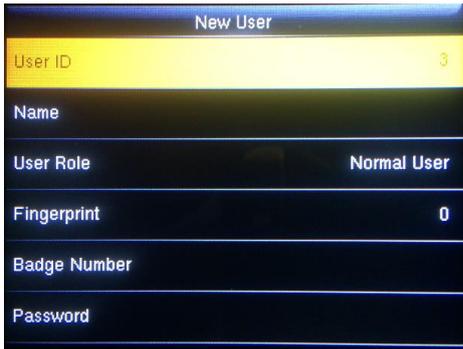
Enter 9876

M/OK

Press M/OK to go in to User Mgt



Press M/OK for New User



Press M/OK and enter a User ID number that corresponds with the Employee PIN number (max 8 digits)

M/OK

Check User Role is set to "Normal User".

Down Arrow to Fingerprint

M/OK



Use Up/Down Arrows to select a finger,

M/OK

Dry fingers (such as after washing with detergents) may show as white with little or no print ridges visible.

Ensure the finger is oiled to a natural state by rubbing it in the hairline of the head or dampening slightly with water and place it squarely on the glass plate of the scanner hard enough to spread the fingertip out. This is harder than you may think.

Do not place the finger too far in, at an angle, or half in.

Correct

Too far in

Not far enough in and at an angle



You will be asked to scan the finger 3 times. Make sure the percentage shown each time is more than 80 reliable reading later.



Press M/OK

Fingerprint will now show as "1".

You can add more fingers by selecting Fingerprint again, and selecting another finger using the up and down arrow keys.



Once you have enrolled as many fingers as you want to, press ESC many times to exit out of the Menu's.

Employee Clocking

The employee should just be able to put their finger on the sensor and clock. Very dry fingers cannot be read so ensure the finger is oiled to a natural state by rubbing the finger at the hairline prior to clocking and make sure there is a good clear image on the screen once clocked. There needs to be enough contrast for the sensor to read the finger print.

Ensure the finger print image fills the oval on the screen and that the finger is far enough on to the sensor and pushed down hard enough without sliding. The amount of pressure is more than you think and should slightly spread the fingertip on the glass platen. Watch the employee clock 5 or 6 times at least to ensure they have the technique correct.

The terminal should accept the clocking and the voice should say 'Thank You'.



If the employee attempts to clock again within a minute then "Duplicated Punch" will be heard.

Errors

If at any time during the enrolment process you get this message... Duplicate ID!

It means that the ID number you have entered is already in use.

The All Users option allows you to edit a template. Unless you are re-enrolling an employee due to issues with clocking, deletion and copying of templates between terminals is carried out on the system software.



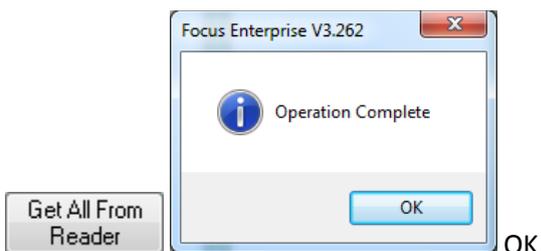
If you have to delete a template and start again remember to download the templates again so that the new template is stored in the data base and you can send it to any other terminals as required.

System Software Management

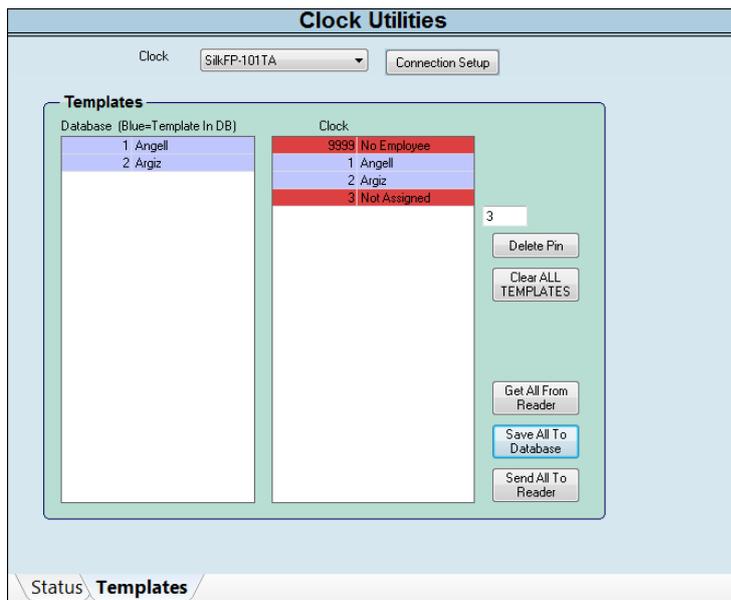
On the Employee form Clock tab, set a PIN number that corresponds with the terminal User ID
And tick the clocks the employee is allowed to use.

Title	First Name	Last Name	PIN	Self Service Rights
Mr.	Joe	Argiz	2	<input type="checkbox"/> Clock IN/OUT
	Payroll Number	Job Title	Password	<input checked="" type="checkbox"/> View Timesheet
	2	Box Maker	xxxxxxx	<input checked="" type="checkbox"/> View Calendar
Assigned to Clock	State	Template Date	State Date	
<input checked="" type="checkbox"/> Connection 2	Sent To Terminal	08 Sep 2017 11:49:51	08 Sep 2017 11:52:04	
<input checked="" type="checkbox"/> SilkFP-101TA	Saved To DB	08 Sep 2017 11:49:51	08 Sep 2017 11:49:51	

In System/Clock Utilities, Select the terminal and press Get all from Reader.

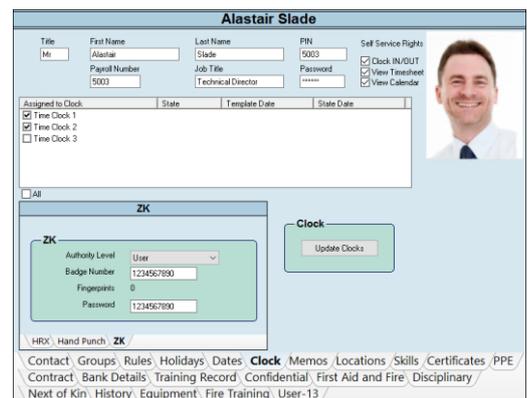


A list of templates is seen,



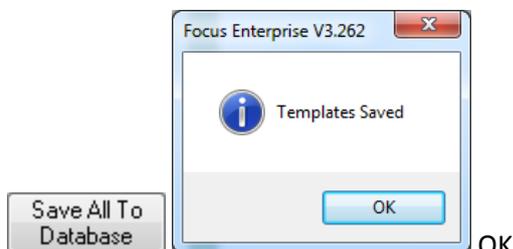
You can click on old or not required PINs in the right hand list and then click on Delete Pin to remove them from the template.

Deleting the PINs for an employee for all clocks as they leave can be done by unticking the employee on the clock(s) on the Employee/Clock Tab and then clicking on Update Clocks.



Ignore the 9999 record as that is the PIN used for enrolling. **Not Assigned** means that the PIN is on the system but the employee doesn't have this clock ticked on the clock tab of their employee record. See right >>>>>

No Employee means that there isn't an employee with that PIN on the system at all. Rectify the situation and click Get All From Reader again and then...



Refresh the employee (move to another employee and back again) and on the Employee form, Clock tab, any Fingerprints, Badge number and or Password is displayed. These numbers can be edited and re-sent to the terminal, and the Employee can be set with a higher Authority Level for access to the terminal menu's for Employee enrolment if required using the Authority Level drop down.



After any changes make sure you save the record and click on Update Clocks to send the changes to the clocking terminals.



The Employee name is also sent to the clocks by pressing

The timesheets for the employee will be automatically updated with clockings made by the Focus Watch service if it is installed.