

Biometric Best Practices

Biometric readers are a great tool for controlling “budding punching” and eliminating the need for swipe cards or badges. To get the most out of these readers, be sure to follow these best practices.

1. First Things First

Read the manual that came with your specific hardware to learn how to record employee fingerprint templates. If necessary, familiarize yourself with any new terms or definitions.

2. Choose The Best Fingers

Use the index, middle or ring fingers to create templates. Avoid using thumb and pinky fingers as they are awkward to position correctly on the reader.

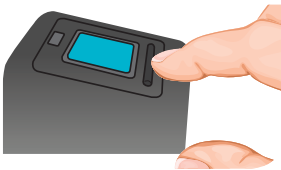


Use the three fingers shown and avoid using the thumb or pinky as they are hard to position correctly on the scanner.

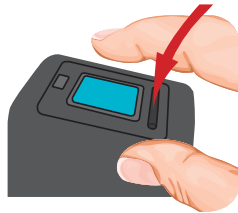
TIP
You may choose to scan more than one finger per employee. When clocking in or out, an employees second finger can be used as a backup if he other happens to be injured.

3. Position Fingers Correctly

It's important to position the fingers correctly to create the best quality templates. Follow the steps to the right to ensure the best positioning.



When prompted by the clock place the tip of your finger on the reader in front of the sensor.



Without touching the sensor, position your finger so that the first joint rests on the ridge lock (shown by red arrow)



Using moderate pressure, place fingertip on sensor. The amber light will turn green while scanning.



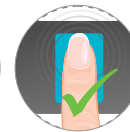
Hold your finger still until the green light turns off.

4. Not Too Hard, Not Too Soft

It's important to position the fingers correctly to create the best quality templates. Follow the steps to the right to ensure the best positioning.



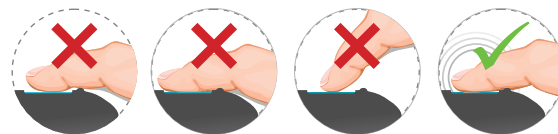
Don't roll your finger to the left or right. Make sure your finger is straight and flat with the scanner.



Be sure your finger is not turned to the left or right. Center finger on scanner for the best results.

➔ If You Need More Help

As always, if you need help with your timeclock or biometric reader, we're happy to help. Call 1.800.697.7010 or visit our site and click the Live Chat link to speak with our friendly support staff.



When scanning, don't press too hard or soft. Also, don't place your finger as if you are pressing a button. Be sure you use moderate pressure and are covering as much of the scanner surface as you can.