

## **TimeClock Plus USB Fingerprint Scanner Professional / Enterprise Editions**

It is necessary that this documentation be read in its entirety before you begin using or installing your fingerprint scanner and the software associated with it.

### **System Requirements**

The installation of this hardware and software requires the following:

#### **USB**

- Windows 98 SE /Windows 2000/ Windows XP (USB is not supported on Windows 95 or NT 4.0).
- USB connector on the PC where the reader will be attached.
- Pentium 66 or better computer system.

### **Installation**

The following instructions will aid you in the installation of the fingerprint scanner on your system. After physically connecting the fingerprint scanner, it will be necessary to install the software that will configure your computer system to use the scanner.

This installation is divided up into two parts, Installing and Configuring Hardware and Installing and Configuring Software. It is assumed that you have already installed and setup the TimeClock Plus software on your system before you begin installing the fingerprint scanner and TimeClock Plus fingerprint software.

#### **Installing and Configuring Hardware**

1. Connect your fingerprint scanner to your computer's USB port. Your computer should automatically detect that a new USB device has been connected.



2. If your system cannot find the drivers for the device. Browse the TimeClock Plus CD that you received.

The drivers can be found in the directory x:\ Drivers\fpusb, where x is the drive letter of your CD ROM drive.

3. If your system does not detect the new hardware, you may need to restart your system.

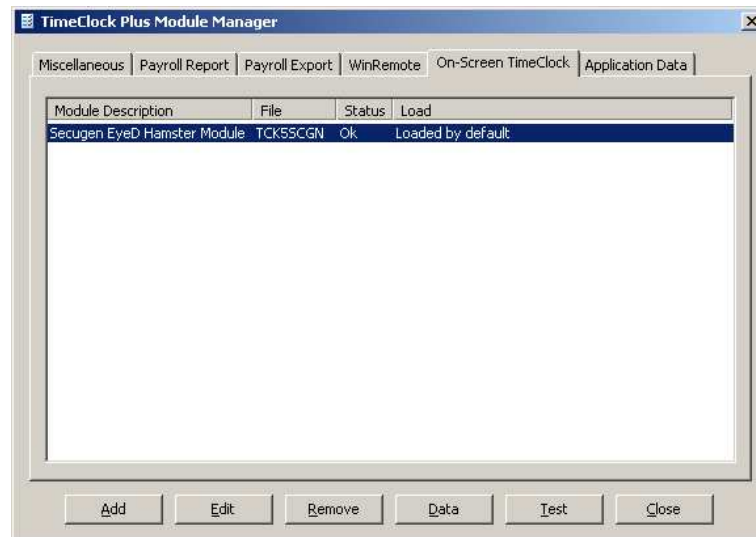
#### **Installing and Configuring Software**

The Fingerprint scanner software module is installed much like any other module for TimeClock Plus Small Business Edition.

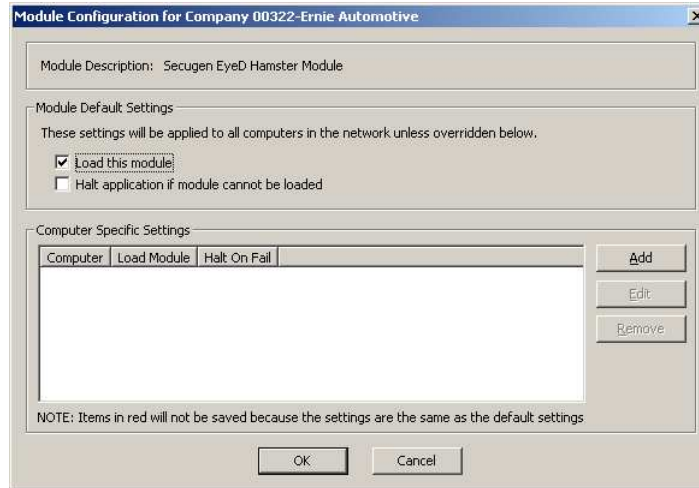
1. You begin by starting the AutoUpdate Utility.
2. Click the **Module button** and enter your activation key. The key should have shipped on your copy of the invoice. If you do not have access to your invoice, you may contact your TimeClock Plus Sales Representative or Support staff to obtain the key.



3. Once the module has been downloaded, start Module Manager. On the Windows Desktop click Start, Programs, TimeClock Plus 5.0, Module Manager.



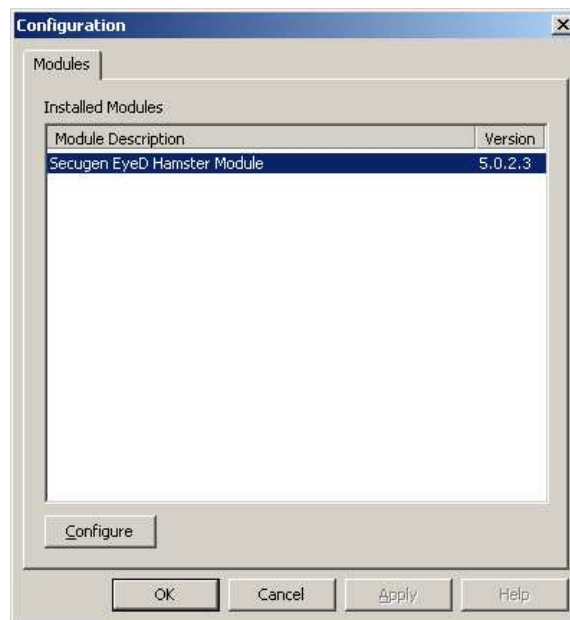
4. Highlight the Secugen Finger Scan Module under the On-Screen TimeClock tab. Click the **Edit button** and check the option to 'Load this module'. This will make the module active for this company.



### Configuring the Finger Scan Module

This instruction assumes that the TimeClock Plus software is already configured and installed correctly.

1. Start the On-Screen TimeClock Program.
2. Right-mouse click the top border of the TimeClock program and then select the **Configure Module** option.



3. Highlight the **Secugen Finger Scan Module**
4. Click the **Configure** button.

## Operations Tab

The **Operations Tab** is used to customize verification procedures for the daily clocking in and clocking out of employees.

The administrator will customize the following functions:

**Clock In | Clock Out | Break | Job Code | Cost Code |**

Print Verification is subdivided into three groups and is explained below.

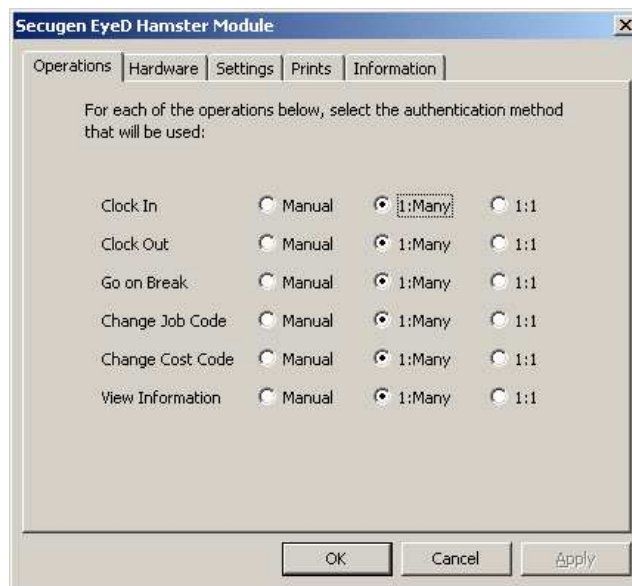
**Manual:** This setting requires employees to enter their employee number in manually by typing it in. This setting does not require a finger print verification for that particular option.

**1: Many:** This setting requires that the employee only press the desired option before being prompted by the system for a print verification. Upon a successful verification, the selected option (i.e. clocking in) will be executed.

This setting reads a fingerprint from the user and then compares it to *all of the prints* stored in the system. This is where the “*one to many*” terminology comes from.

**1:1** This setting requires that the employee press the desired option (i.e. clock in) and then enter their employee number. After entering the employee number, the system will prompt the user for fingerprint verification. Upon a successful verification, the selected option (i.e. clocking in) will be executed.

The system prompts the user for verification after entering an employee number. In fact, what is happening is the system is comparing the verification print to the *one* data that is reference by the employee number. This is where the terminology “*1:1*” comes from.

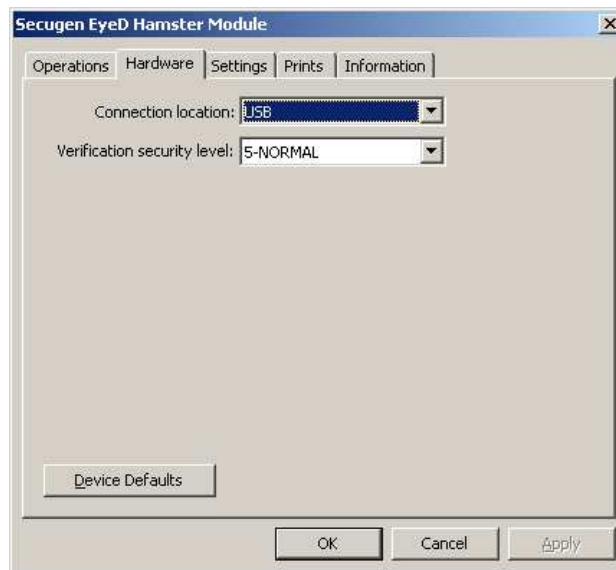


## Hardware Tab

The hardware tab is used to configure the actual fingerprint verification device. This tab is customizable according to how you have your fingerprint verification device connected to your system.

**Connection Location:** This combination box is set according to how you have the verification device connected to your computer. This should be set to **USB**.

**Verification Security Level:** This combination box is set according to how much Security verification you want. The higher the verification level, the more accurate the fingerprint has to be. The system allows for difference variances in finger print reads because it would be difficult to place your finger on the scanner the exact same way every time. By setting this higher you reduce the odds of a false print being verified. The print has to be more accurate to the originals to pass verification as this is increased. By setting this option lower you increase your odds of a false print being verified.



**Device Defaults:** Device defaults are adjusted here in cases in which the fingerprint verification device may not be functioning properly. In general, these defaults control the clarity of the device to capture fingerprint images. The functions of these controls are explained below.

*Brightness:* Controls the brightness of the fingerprint image. The higher the percentage of brightness, the more light will be let into the picture.

*Contrast:* Controls the contrast in lines of the fingerprint image. The higher the percentage of contrast, the more distinct the lines of the image will be.

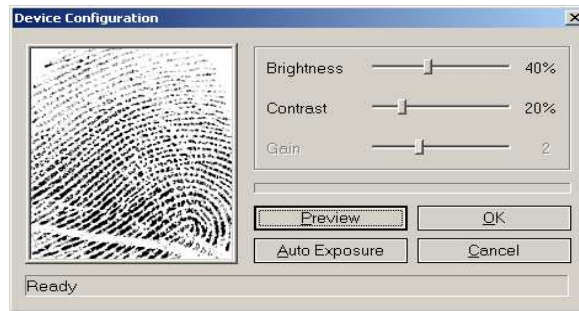
*Gain:* Controls a combination of light and contrast in the image. The higher the gain setting results in less contrast and brightness.

*Preview Button:* This button previews an image received from the fingerprint device. This option allows users to see the results of their changes to brightness, contrast, and gain.

*Auto Exposure Button:* This button sets the brightness, contrast, and gain automatically to an optimal exposure.

*OK Button:* This accepts the changes made by the user and return the user to the Hardware tab.

*Cancel Button:* This option cancels the changes made by the user and returns the user back to the Hardware tab.



## Settings Tab

### Other Settings

*Enable Event Tracing:* This option turns on event tracing for the TimeClock instead of entering a command line shortcut to enable this option. A TimeClock Plus support technician should only activate this option if you are having technical difficulties.

*Allow any operation if fingerprint is not on file:* This option allows a user to clock in if they do not have a fingerprint on file already. The intent of this option is eliminating verification for certain employees or managers that are not required to be verified. It is recommended that if this option is checked you use 1:1 matching because with 1:Many, the person will have to place their finger on the scanner before the system recognizes that they do not have a print on file.

*Attempt to auto sense when finger is on reader:* This option begins a fingerprint scan when the device senses a finger on it. This eliminates having to press the OK button after placing your finger on the reader.

*Require supervisor password to configure module:* If this option is checked, then only the Supervisor user in TC can enroll manager and employee prints.

*Allow manual entry of number if 1:many match is not found:* This option will force the user to enter their employee number

*Use management prints to perform overrides:* These options will only allow a management print to override a TC restriction.

*Allow manual overrides if print is not matched:* If there is a restriction set up and the employee can't clock in, the system will ask for a manager scan, if the manager scan is not accepted, then the user will be allowed to type in the override password.

### Prints Tab

The Prints Tab enrolls employee fingerprint data into the system. This tab manages the prints for management overrides and regular employee enrollments.

Two successful fingerprint images are required for a successful enrollment. The system will prompt the user that enrollment was successful upon completion.



### Enrolling An Employee

1. Select Management view or Employee view to determine which prints you will be enrolling.
2. Press the **Enroll button** or select the employee / manager from the list and then press the **Enroll button**.
3. Place the employee's finger on the scanner. Observe the **Live Image** window. This window should show a clear and distinct fingerprint. If this image is not clear and distinct, refer to the Device Defaults section of this manual to adjust the fingerprint scanner.



3. Press the **Capture button**. This will store the Live Image to the Capture1 screen.
6. Remove the employee's finger from the scanner.
7. Place the employee's finger back on to the scanner. This is required for a second image of the fingerprint.
8. Press the **Capture button**. This will store the Live Image to the Capture2 screen.

Once two valid images have been captured, the system will prompt you that the employee has been enrolled successfully.

If your images are not close enough for a match, you may need to press the **Restart button**. This option will clear the existing image so that you can start the enroll process again for this individual.

## Common Errors

To avoid the most common errors, check the following.

- Verify all fingerprint scanner connections are secure.
- Verify that the fingerprint scanner is on the appropriate connection as specified in the Hardware tab under Connection Location.
- If the New Button under the Employee Enrollment screen is not enabled, then you will need to contact TimeClock Plus Tech support to determine where an error in installation occurred.