



FINGERPRINT SCANNING TIPS

- ➔ When clocking in and out, always use your finger that was used to create the fingerprint template.
- ➔ Center the tip of your finger on the scanner and press against it with a little pressure.
- ➔ Keep your finger still when it is on the scanner. Moving your finger will cause you to get a scan error.
- ➔ Take your finger off the scanner as soon as you see the green light. Leaving the finger on longer will cause the time clock to initiate another scan.

Messages you might see on the time clock's display:

- 1. Unknown Code** - the clock does not recognize your finger. Try several times to see if the time clock accepts you. If it never does, report the problem.
- 2. Invalid Location** - you are not authorized to use the time clock you are trying to clock IN/OUT at. Report the message if you think you should be able to use the clock.
- 3. Bad Badge Read** - your finger is moving while it is being identified. Simply place your finger on scanner again.
- 4. Authorized...** - the time clock identifies you but is unable to communicate with the server. Your IN/OUT is saved on the clock until communication resumes.