

FINGERPRINT ENROLLMENT GUIDE

TrueShift Time Clock

Our Technology

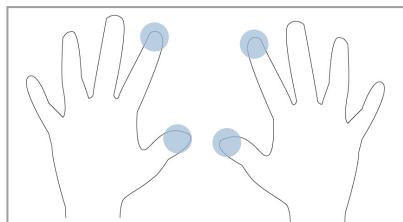
The TrueShift Biometric system has a powerful fingerprint algorithm capable of obtaining high-quality images—even under poor conditions. By capturing a high-quality fingerprint image during enrollment, this technology offers consistently reliable employee punching.

Receive Your Employee PIN Number

You'll receive an employee PIN from your manager. You'll use this number to enroll your fingerprint at the clock.

Choose an Ideal Finger to Enroll

Select the finger with the most visible ridge pattern and make sure it's one you can comfortably place on the reader; the thumb or index finger usually works best. Avoid using the pinky finger as it's typically too small for good verification.



Locate the Fingerprint Core

Keep the core of your fingerprint centered on the fingerprint reader during the enrollment process.



Enroll Your Fingerprint

Follow these steps:

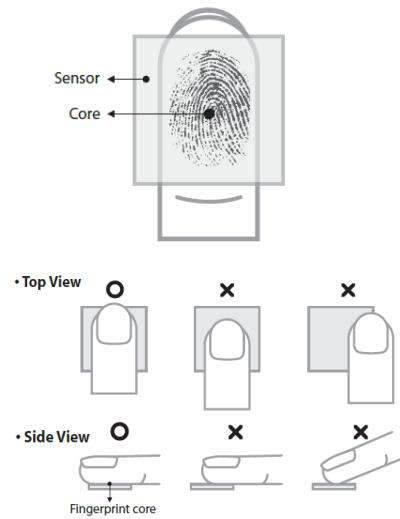
1. Enter your PIN at the time clock.
2. When prompted, scan your finger. If the scan isn't successful, re-enter your PIN and begin the enrollment process again.
3. After the fingerprint reader takes three good-quality images of your fingerprint, you'll see the message *Enrollment Successful* display.

You're now ready to begin clocking in and out from the time clock.

Enrollment Tips

- Use hand lotion or blow warm breath on your hand for a higher quality scan.
- Press down with gentle pressure when scanning your finger.
- If you have fine fingerprints (light ridges), enroll the thumb or other finger that has the most visible ridges.

Finger Placement



Tips to Punch In/Out

Entering your PIN before scanning your finger will put the system in Verify Mode and improve the fingerprint acceptance.

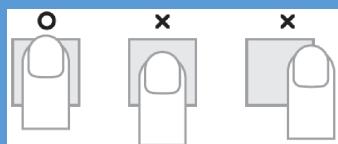
Use hand lotion or blow warm breath on your hand for a higher quality scan.

Press down with gentle pressure when scanning your finger.

If your fingerprint is rejected at a high rate, ask your manager to help you re-enroll.

Proper Finger Placement

Top View



Side View



Time Clock Key Functions

Clocking In and Out

Using the TrueShift Biometric Time Clock to clock in and out is fast and easy.

1. Enter your employee PIN and then scan your finger. You may also scan your finger without entering your employee PIN.
2. Your name should show on the time clock display. Press the corresponding **In** or **Out** key on the clock.
3. If you're prompted to select a department, use the **Up** or **Down** key to scroll through the options. Make your selection and press **Enter**.
4. When clocking out, your total shift hours may display on the clock. Use the **Up** or **Down** key to see the total hours worked for the day, week, and your last punch.

Going to Paid Break or Transferring Departments

If your company tracks paid break time with the time clock, follow the instructions below:

1. Enter your employee PIN and then scan your finger. You may also scan your finger without entering your employee PIN.
2. Your name should show on the time clock display. Instead of pressing **In** or **Out**, press the **Break/Department Transfer** key.
3. Use the **Up** or **Down** key to scroll through the options. Make your selection and press **Enter**.

Getting Assistance

Contact our Technical Support Department at **1.877.234.1851** with questions and troubleshooting assistance.