



# Biometric Device—Quick Set Up

## READY TO GET STARTED? READ THIS GUIDE...

### BASICS

**What is a biometric device?** It's a physical device that has a screen, touchpad and finger print scanner. You plug it into your power supply and connect it to your Timegate system. This may be done using Ethernet, or a SIM card depending on the device you have chosen

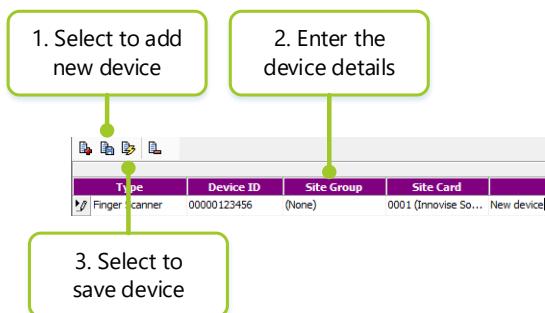
**What can I do with it?** The biometric device lets employees to clock on/off duties in Timegate

**What's the set up / installation process?** For each biometric device ordered, TEAM Software will configure it to your specification based on the information you provide on the Biometric Pre-configuration Form. Once the device has been tested, it is sent to the engineers. On receiving the device, they will call you to arrange a suitable installation date. Whilst installing the device, the engineer will show you how to enrol employees and give you the serial number of the device. The serial number can be found on the inside of the device, on its back cover

### ADDING YOUR DEVICE TO TIMEGATE

**Can I add the device using the Web Client?** Currently, this is unsupported in Timegate. Instead you will need to use the Desktop Client

So, how do I add the device? From within the Desktop Client, select from the menu Maintenance | General Settings | Third Party Device Register. Now follow these steps:



1. Select to add new device
2. Enter the device details

- » **Type** - Select Finger Scanner from the drop down list
- » **Device ID** - The unique biometric device number (has a leading space then five zeros)

- » **Site Group** and / or **Site Card** - If required, select from the drop down list - this is specific to your implementation (See "Single Site v Multi Site")

- » **Description** - Short description of the device

- » **Status** - Select Active from the drop down list

3. Save device

### SINGLE SITE VERSUS MULTI SITE

**What's "Single Site v Multi Site" all about?** We have configured your device following your instructions. Your information will have determined the length of your PIN and SIN and how they have been configured - either as a **Single Site** or **Multi Site**

- » **Single Site** is for employees who use one device at one location

- » **Multi Site** is for an employee who uses more than one device OR if you have different Employee roles and the device determines their role i.e. for a Cleaner they could put in Site 001 and then on the same device a Security Officer could be Site 002 but they can clock in or out on the same device

**How is Single set up?** In Timegate, assign the device to the appropriate **Site Group / Card** in the **Third Party Device Register**

**How is Multi set up?** In Timegate, leave **Site Group / Card** blank in the **Third Party Device Register**

**Does it make a difference when an employee uses the biometric device to clock on?** Yes. When Single Site is configured the employee places their finger on the fingerprint reader. Timegate reads the Employee PIN from the device and the Site from the Third Party Register in your Timegate system. When Multi Site is configured, the employee has to place their finger on the fingerprint reader and also enter the SIN. Timegate reads both the Employee PIN and the SIN from the device

**Does it make a difference when an employee uses the biometric device to clock off?** No. They both work the same way



## SETTING UP THIRD PARTY SIN & PIN

**Can I add the device using the Web Client?** Yes you can. All instructions listed below are for the Web Client

**What PINs and SINS do I need to set up?** All Employees using the biometric device need to have their Third Party PIN set up. If a Site has been set up as Multi Site, it will need to have its Third Party SIN set up

**How do I set up an Employee's Third Party PIN?** By default this should be set as the Employee's PIN, however, you should double check it. Open the Set Up | Employee page, then:

- » Select the Employee by selecting the ① next to their name
- » Select the User Fields tab
- » Next to the Third Party PIN User Field, check that it is the same as the Employee's PIN (from the General tab on the first screen of their record). If the Third Party PIN User Field has no value, enter their employee's PIN

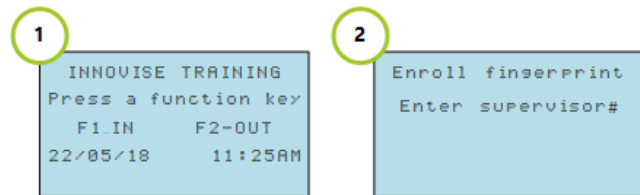
**How do I set up a Site's Third Party SIN (Multi Site only)?**

Open the Set Up | Sites page, then:

- » Select the Site by selecting the ① next to its name
- » Select the User Fields tab
- » Next to the Third Party SIN User Field, enter the SIN Number
- » Select Save

## ENTERING SUPERVISOR MODE

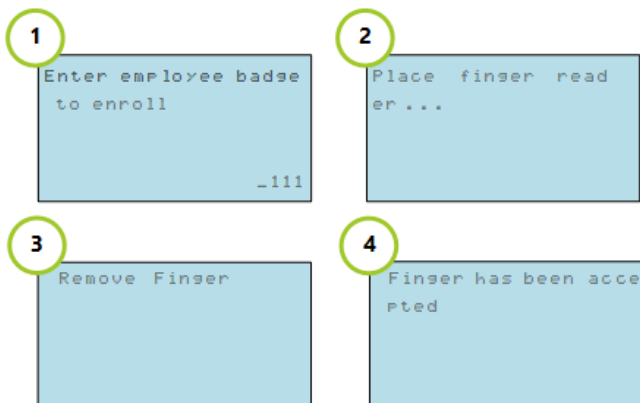
**How do I enter the Supervisor mode?**



- » Select F4
- » When prompted using the keypad, enter the Supervisor#. Your Supervisor code can be obtained from a Manager

## ENROLLING AN EMPLOYEE

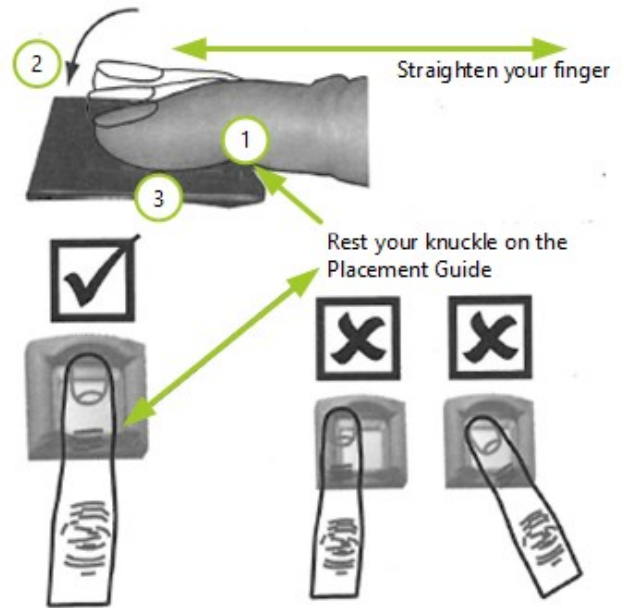
**How do I enrol an employee?** Follow these four steps from Supervisor Mode:



- » When prompted Enter employee badge to enrol, enter the Employee Badge (which is their PIN Number)
- » After entering their PIN Number, the employee will be asked to place their finger on the reader. This will assign the fingerprint to the Employee's PIN in Timegate
- » When requested the employee should remove their finger off the reader
- » Finally it will confirm that the Finger has been accepted

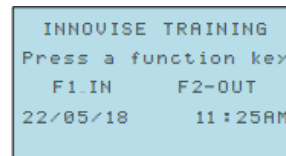
## FINGER PLACEMENT

**How should I put my finger onto the biometric system to make sure it is read?** Please follow this guidance from the biometric system's manufacturer to ensure you place your fingers correctly on the scanner:



- » Position your finger where the first knuckle joint meets the Placement Guide
- » Lower the pad of your fingertip evenly onto the centre of the finger scanner. Use moderate pressure
- » Keep your finger on the sensor until the terminal accepts the finger scan. Do not move or roll your finger

## BOOKING ON/OFF



**How do I book on?** To book on you push **F1** and place your finger on the scanner. If necessary, you will be prompted to enter your **SIN**

**How do I book off?** To book off you push **F2** and place your finger on the scanner