



BioScan 7 Essentials

FINGERPRINTS

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Search Show all Employee Filter

Employee Digital Persona Fingerprint Data User Digital Persona Fingerprint Data

Delete

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Showing 1-100 records of 256 Selected 0 records

<input type="checkbox"/>	Enroll	Verify	ID	Name	Status
<input type="checkbox"/>	Enroll	Verify	1	Bryce Parsons	1 fingerprint(s) on file
<input type="checkbox"/>	Enroll	Verify	2	Jack Kelly	1 fingerprint(s) on file

The **BioScan 7 Desktop Reader** is used to provide biometric access for WebClock. It will require the installation of a locally hosted Workstation Hub and WebClock.

NOTE: BioScan 7 does not store copies of fingerprints, but instead translates prints into an encrypted numerical data format that can only be interpreted by BioScan 7 devices.

Enrolling Employees and Users

1. Log into **Workstation Hub**.
 - If you are enrolling employees, browse to **Fingerprints > Employee BioScan 7 Fingerprint Data**.
 - If you are enrolling users, browse to **Fingerprints > User BioScan 7 Fingerprint Data**.
2. Locate the employee or user that you would like to enroll. To the left of the individual's ID, click on the **Enroll** link.
3. In the **Add Fingerprint** window, follow the onscreen instructions to capture the print.
 - When the window says **Place finger on reader**, press the finger down lightly but firmly on the clear plate.
 - When the window says **Remove finger**, lift the finger from the clear plate.
4. After about four captures, the Add Fingerprint window should read **Enrollment successful**. The print can then be saved to the database by clicking on the blue **Save** button.



TimeClock Plus

5. To verify the print data, click on the blue **Verify** link to the left of the individual's ID. Place the finger on the reader when prompted by the **Verify Fingerprint** screen. If the print matches, the window will read **Verification successful**.

TIP: If you are unsuccessful with enrolling or verifying fingerprints after multiple tries, attempt to enroll another finger. Reasons why a print may fail to enroll include worn prints, thin or moist skin, blemishes, or stains.

Deleting Fingerprint Data

If you need to clear fingerprint data in order to clear any incorrect scans or to prevent an employee or user from logging into or performing actions with WebClock, this can easily be done via the two tabs within Workstation Hub.

To delete data, simply check off the employee(s) or user(s) who will be deleted, and click the gray **Delete** button on the right side of the screen. When the system asks you to confirm, click **Ok**.

Using BioScan 7 with WebClock

1. In **TimeClock Manager**, browse to **Configuration > Other Configurations > Clock Configurations**. Choose the desired clock configuration, browse to the Access Restrictions section, and place a check mark next to **Require biometric verification to authenticate (WebClock only)**. Click **Save**.
2. Browse to the local **WebClock** on the computer connected to the BioScan 7 device (rather than the WebClock on the server). Enter the employee's ID, and attempt to log in or perform a clock operation.

TIP: Use the **TimeClock Plus Control Panel** to access the local WebClock. The Control Panel is accessed via a shortcut on the desktop of the computer where Workstation Hub is installed. Once open, it is recommended that you bookmark the WebClock link for future use.

3. A **Verify Fingerprint** window should appear. Place the finger on the scanner when prompted.
4. If the scan is successful, the clock operation should promptly proceed or the employee should be instantly logged into WebClock.

Performing Management Overrides

If the employee is restricted from performing a clock operation, a management override is sometimes required. If the user who serves as the employee's manager is present, he or she can use their fingerprint to override an operation.



TimeClock Plus

1. If an operation is restricted, the **Operation Override** window will open. Here, a user can be selected to override the restriction.
2. Once the user is selected, click the blue **Continue** button at the bottom. A **Verify Fingerprint** window will open.
3. When prompted, the user will place his or her finger on the reader. If the user's print verification is successful, the employee will then be prompted to continue the clock operation normally.

Reader Cleaning and Care

To clean the reader, apply the sticky side of a piece of tape to the reader window, and peel it away. Don't pour any liquid on the reader or use alcohol-based cleaners. Never submerge the reader in liquid.

Do not rub the window with abrasive materials (including paper), and do not poke the window coating with a fingernail or other item.

Reader Specifications

Ratings:

- **Supply Voltage:** 5.0V±5% supplied by USB
- **Supply Current - scanning:** <100 mA (Typical)
- **Supply Current - idle mode:** 120 mA (Typical)
- **Supply Current - suspend mode:** <0.5 mA (Maximum)
- **ESD Susceptibility:** >15 kV, mounted in case
- **Operating Temperature:** 0-40° C (32-104° F)
- **Storage Humidity:** 20-90% non-condensing
- **Scan Data:** 8-bit grayscale
- **Standards Compliance:** FCC Class B, CE, ICES, BSMI, MIC, USB, WHQL
- **Weight:** 105 grams (3.7 ounces)
- **Interface:** USB 2.0 Full-speed High Power Device

Key specifications:

- **Pixel resolution:** 512 dpi (average x, y over the scan area).
- **Scan capture area:** 14.6 mm (nominal width at center), 18.1 mm (nominal length).

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TimeClock Plus[®]
a better sense of time.sm

BioScan 7 Essentials

TimeClock Plus

- **Reader size (approximate):** 65 mm x 36 mm x 15.56 mm.
- **Compatibility:** USB 1.0, 1.1 and 2.0 (Full Speed) specifications.

**For assistance please call Customer Support at: (325) 223-9300
M-F, 7AM to 6PM Central Time, Excluding Holidays**

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