# OnTime

Powered by ClockedIn

## HARDWARE

Packing List

# ClockedIn TimeClock Unit

## Packing List
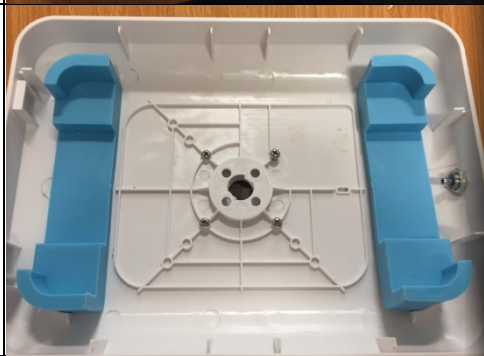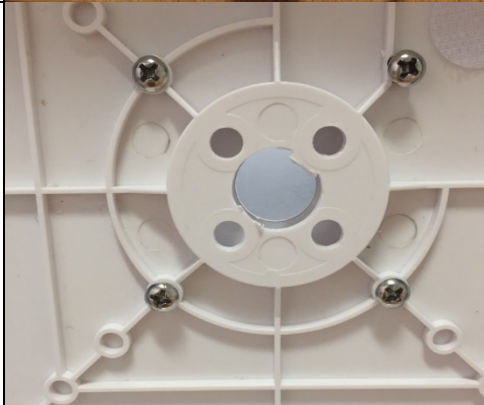
Each complete TimeClock unit will contain the following components:

1. 1 x TimeClock Device
2. 1 x Angle Mounted Kiosk with Faceplate and screws
3. 1 x Kiosk Key
4. 1 x Device Power Cable (Micro USB to DC adaptor connected if appropriate)
5. 1 x Device Mac address – Located on the inside of the kiosk
6. 1 x TP Link Mini Wifi Router (if required)
7. 1 x Router Power cable and Micro USB extender (if required)
8. 1 x Router Mac address – Located on the inside of the kiosk (if required)

**Please note – An ethernet (data) cable is NOT supplied**
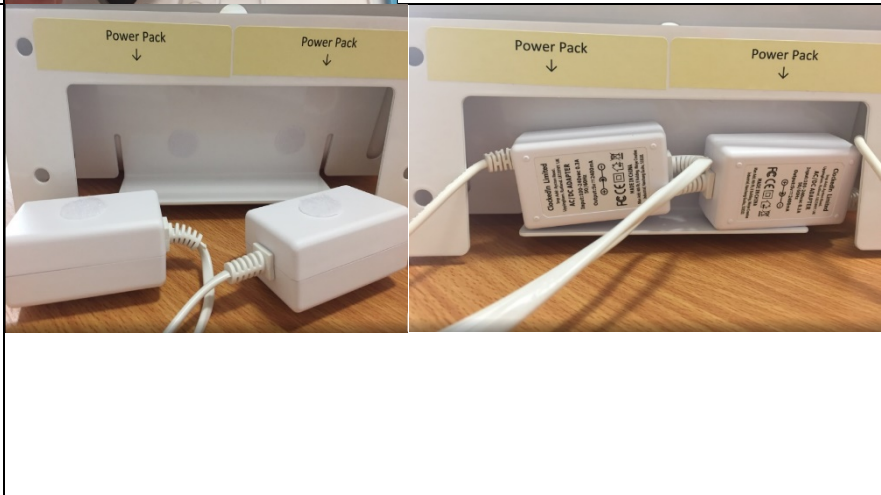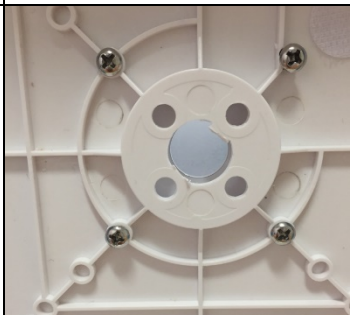
## Disassembling the TimeClock Unit (with local WiFi connection)

| | |
|---|---|
| 1) Using the kiosk key provided, unlock the kiosk and remove the metal faceplate. |  |
| 2) Remove the power cable from the TimeClock device |  |

| | | |
|---|---|---|
| 3) Take out the TimeClock device from inside the kiosk placeholders |  | |
| 4) Feed the power cable back outside the kiosk |  | |
| 5) Remove the device charger power pack from the back of the kiosk |  | |
| 6) Using a screw driver, remove the 4 screws that attach the angled bracket to the kiosk. |  | |

**Disassembling the TimeClock Unit (with Internal Micro Router connection)**

| | |
|---|---|
| 1) Using the kiosk key provided, unlock the kiosk and remove the metal faceplate. |  |
| 2) Remove the power cable from the TimeClock device<br><br>3) Take out the TimeClock device from inside the kiosk placeholders |  |
| 4) Remove the router power cable and micro USB extender from the mini router<br><br>5) Feed the power cables back outside the kiosk |  |

| | | |
|---|---|---|
| 6) | Remove the mini router from inside the kiosk casing |  |
| 7) | Remove the charging power packs from the back of the kiosk |  |
| 8) | Using a screw driver, remove the 4 screws that attach the angled bracket to the kiosk. |  |

**Please refer to the installation guide to complete the full installation.**

**If you have any questions, please contact the ClockedIn office on 08454903901**

# Fingerprint Conversion/Data Protection

The fingerprint scanner system has two basic jobs -- it needs to get an image of your finger, and it needs to determine whether the pattern of ridges and valleys in this image matches the pattern of ridges and valleys

in pre-scanned images. Only specific characteristics, which are unique to every fingerprint, are filtered and saved as a mathematical representation. Therefore, there is no requirement to store finger prints.
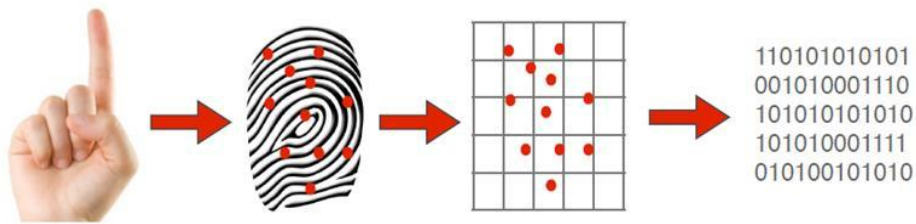
**What are the data protection issues that have been identified?**

It is important to note that these biometric time clocks do not actually collect and store fingerprints. Instead, it saves a mathematical representation of the employee's biometric data. When the biometric time clock scans a finger during a supervised enrolment process, only an encrypted mathematical representation of the fingerprint is stored. Thus, it's virtually impossible to duplicate the original image from that mathematical representation.

# Securing the Best Reading
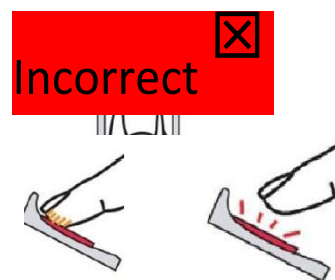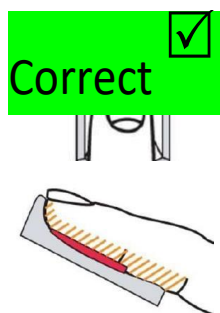
- Ensure you are using the correct finger(s) – the one which you registered with
- Ensure you are applying your finger with sufficient pressure to allow the machine to identify you
- Try giving your hands a wipe if they may be a little oily
- Try warming your hands if they are particularly cold
- It may take a few attempts until you get used to the position and pressure your

fingers needs to be in order to clock successfully.

## Cleaning the Timeclock

- **It is NOT recommended** that you regularly use industrial cleaning solvents (especially those that are alcohol-based) on the scanning surface. Repeated use could lead to the silicone layer becoming damaged. Such damage will result in decreased capture sensitivity.
- If a sticky substance is spilled on the scanner surface, a small amount of mild ammonia-based cleaner (e.g. Windex) can be sprayed onto a cloth (not paper) and blotted or gently wiped on the problem area and blot the area dry.
- Do not spray any cleaners directly on to the scanning surface.
- Do not use paper towels to clean the scanner as these can leave paper particles on the silicone layer.