
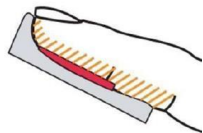


QRG – TimeClocks 2022

Part 1 – Clocking In/Out with a Finger

1. Ensure the finger is clean with no visible dirt/debris on the fingerprint tip or reader surface.
2. Place finger flat on the surface of the fingerprint reader, ensuring the metal outer rim is in contact with the finger. Cover as much of the fingerprint reader as possible with sufficient pressure to secure the best possible read.
3. If OnTime returns 'Not Matched' please follow the below instructions:
 - a. Ensure you are using a registered finger (1 of 2 registered)
 - b. Ensure you are applying your finger with sufficient pressure to allow the machine to identify you
 - c. Try giving your hands a wipe if they may be a little oily or if you have recently applied hand sanitizer.
 - d. Try warming your hands if they are particularly cold
 - e. If the above steps return a similar outcome, ask your local administrator to re-register your fingerprints. You may choose different fingers to those previously registered.

Correct 

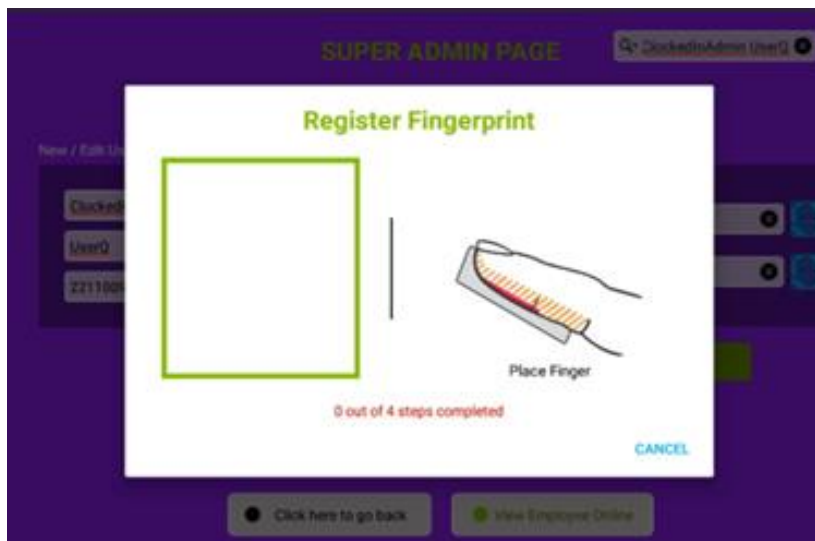


Incorrect 



Part 2 – Registering a Finger

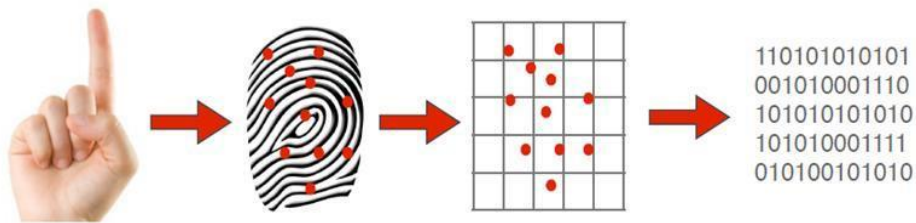
1. Select 2 different Fingers to register. Ensure each finger is clean with no visible dirt/debris on the fingerprint tip or reader surface. We recommend using a thumb and index finger where possible.
2. Following the on-screen instructions, place the same finger 4 times on the reader.
 - a. Cover as much of the fingerprint reader as possible with sufficient pressure to secure the best possible read.
 - b. Avoid placing the finger in a similar position each time, a variance in position will allow 4 different images to be recorded and help produce a successful match during Clock In/Out.



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.

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.

