



OnTime

Powered by **ClockedIn**



Hardware Packing List

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ClockedIn TimeClock Unit

Each complete TimeClock unit will contain the following components:

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

Please note – for a description with images please refer to the ‘Hardware Installations’ document

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. Use a screwdriver, remove the 4 screws that attach the angled bracket to the kiosk

Disassembling the TimeClock Unit (With Internal Micro Router Connection)

Please note – for a description with images please refer to the ‘Hardware Installations’ document

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. Remove the router power cable and micro-USB extender from the mini router
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 screwdriver, remove the 4 screws that attach the angled bracket to the kiosk

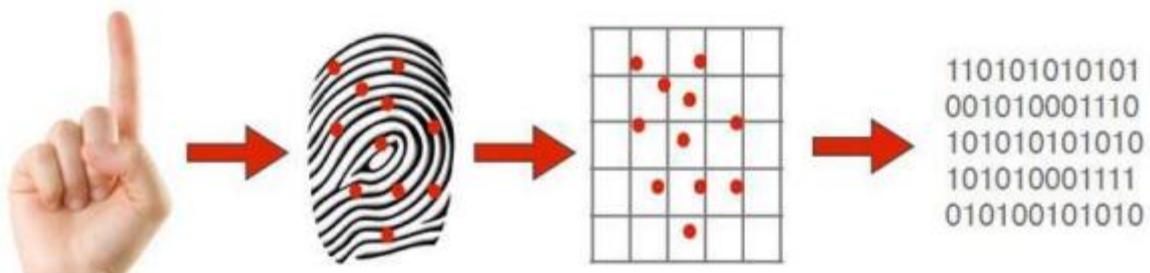
Please refer to the installation guide to complete the full installation

If you have any questions, please contact RLDatix Support Team or the Cube Purple Support Team.

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 fingerprints.



What are the data protection issues that have been identified?

It is important to note that these biometric timeclocks do not actually collect and store fingerprints. Instead, it saves a mathematical representation of the employee's biometric data. When the biometric timeclock scans a finger during a supervised

enrolment process, only an encrypted mathematical representation of the fingerprint is stored. Thus, it is 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 onto the scanning surface
- Do not use paper towels to clean the scanner as these can leave paper particles on the silicone layer