

# TotalPass® B600 Quick Reference Sheet

KEEP NEAR TIME CLOCK FOR EASY REFERENCE



## SETTING UP FINGERPRINT RECOGNITION

Our fingerprint biometric technology makes it easy for you to clock in and out. The first step is getting a high-quality image of your fingerprint when you enroll.

To set up fingerprint recognition, your manager will first need to assign and provide you with a **Personal Identification Number (PIN)**.

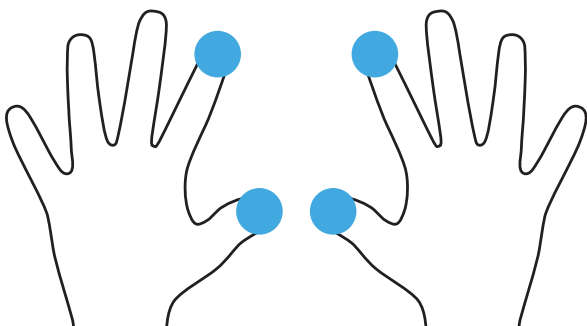
1. Enter your Personal identification Number (PIN)
2. Select the finger you'd like to scan

**Note:** Choose a finger you can comfortably place on the sensor. The index finger or thumb is recommended. Avoid using your pinky, as it may be too small for good verification.

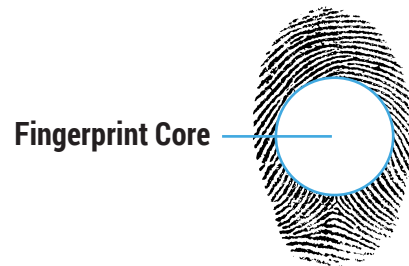
## HELPFUL TIPS FOR SCANNING YOUR FINGERPRINT

If the scanner is having trouble reading your fingerprint:

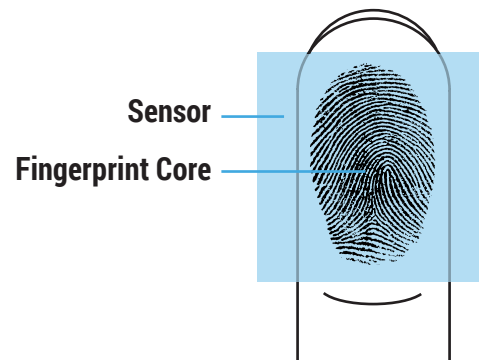
- Entering your PIN before scanning your finger will put the time clock into Verify Mode and will improve fingerprint acceptance.
- Use hand lotion prior to scanning or blow on your finger to warm it up
- Use gentle pressure when you scan your finger
- If you have fine fingerprints, try using the thumb which may have higher ridges
- If your fingerprint is not being accepted after repeated attempts, please have your manager re-enroll you in the time clock system and try again



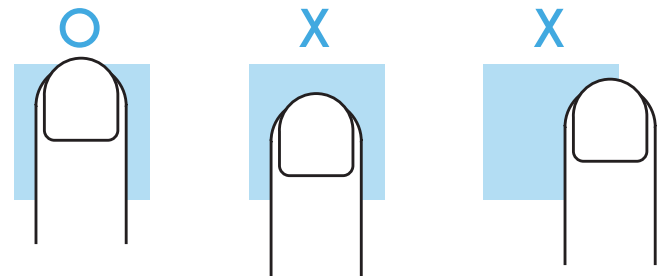
## LOCATING YOUR FINGERPRINT "CORE"



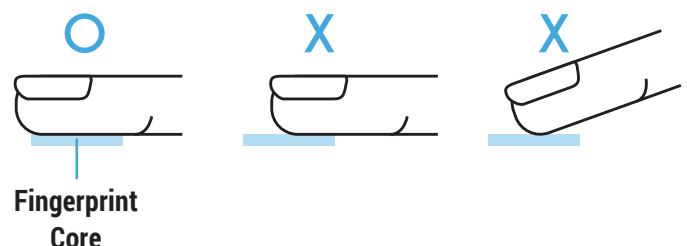
## CORRECT FINGER PLACEMENT ON THE READER



### TOP VIEW:



### SIDE VIEW:



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KEEP NEAR TIME CLOCK FOR EASY REFERENCE




## CLOCKING IN AND OUT

1. Scan your finger. You can also use your **Personal Identification Number (PIN)** and then scan your finger.
2. Your name will appear on the display.
  - To clock in, press the **In** key and press **Enter**.
  - To clock out, press the **Out** key and press **Enter**.
3. If prompted to select a **Department**, use the **Up/Down** arrows to scroll and press **Enter**.


## PAID BREAKS

**Note:** To transfer into a Paid Break, you must already be punched into the employee time system.

### TO CLOCK INTO A PAID BREAK:

1. Scan your finger. You can also use your **Personal Identification Number (PIN)** and then scan your finger.
2. Instead of pressing **Out**, press the **Break/Department Transfer** key  on the time clock.
3. Going To... Break will display. Press **Enter**. This punches you out of the work department and into the break department.

### TO CLOCK OUT OF A PAID BREAK:

1. Scan your finger. You can also use your **Personal Identification Number (PIN)** and then scan your finger.
2. Instead of pressing **Out**, press the  on the time clock.
3. Going To... Break will display. Press **Up** or **Down** to select the work department. Press **Enter**. This punches you out of the break department and back into the work department.

## VIEWING YOUR HOURS:

Press the **Info** key to view:


- **Last Punch Time**
- **Total Hours worked Last Shift**
- **Total Hours worked for the Day**
- **Total Hours worked for the Week**

### Clocking in from a Multi-Clock Setup

If your company is using more than one time clock, it may not automatically prompt you to clock **In** or **Out**.

If this occurs, simply press **In** or **Out** as appropriate to record the punch.

## TRANSFERRING DEPARTMENTS

1. Scan your finger. You can also use your **Personal Identification Number (PIN)** and then scan your finger.
2. Press the  on the time clock.
3. Use the **Up** or **Down** keys to select the desired department.
4. Press **Enter** to punch into the new department. You are automatically punched out of the previous department.

## ENTERING TIPS, JOB NUMBERS OR PIECE COUNTS

1. Scan your finger. You can also use your **Personal Identification Number (PIN)** and then scan your finger.
2. If multiple departments are assigned, use the **Up** or **Down** key to select the applicable department. Press **Enter**.
3. When prompted, enter the **Employee Input Value**. Press **Enter**.

## NEED ASSISTANCE?

Contact our Technical Support Department with questions or to help troubleshoot:

**1-800-847-2232** option 2, or email at [support@icontime.com](mailto:support@icontime.com)



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