

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)**.

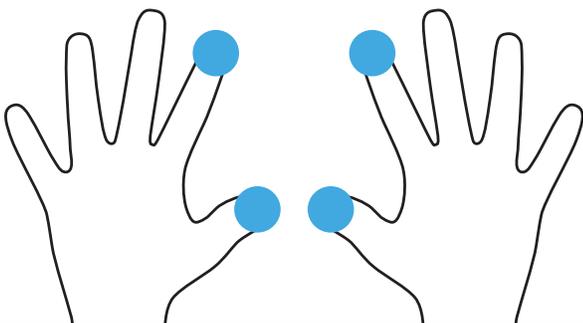
1. Enter your Personal identification Number (PIN)
2. Select the finger you'd like to scan

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.

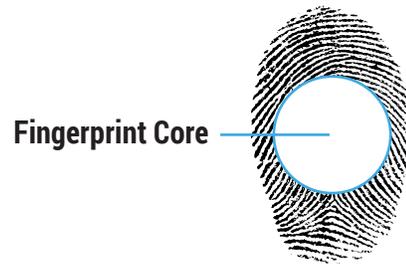
HELPFUL TIPS FOR SCANNING YOUR FINGERPRINT

If the scanner is having trouble reading your fingerprint:

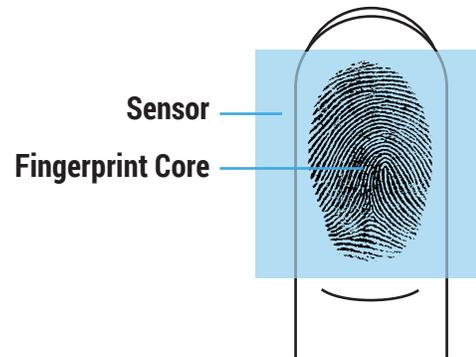
- Entering your PIN before scanning your finger will put the time clock into Verify Mode and will improve fingerprint acceptance.
- Use hand lotion prior to scanning or blow on your finger to warm it up
- Use gentle pressure when you scan your finger
- If you have fine fingerprints, try using the thumb 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



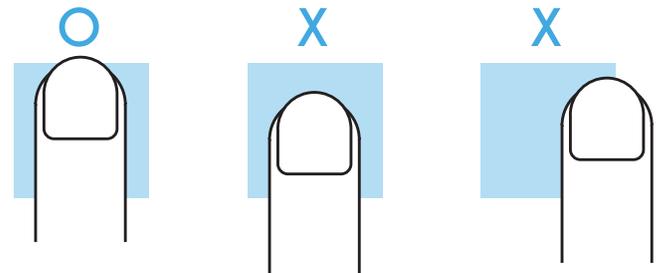
LOCATING YOUR FINGERPRINT "CORE"



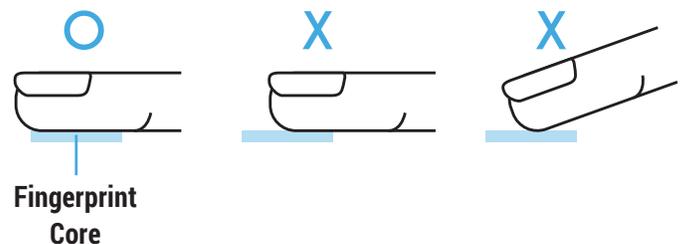
CORRECT FINGER PLACEMENT ON THE READER



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



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