FINGERPRINT ENROLLMENT GUIDE

TOTALPASS SMALL BUSINESS PREMIUM BIOMETRIC

Our Technology

Icon Time Systems TotalPass systems are loaded with a powerful fingerprint algorithm capable of extracting high quality images even under poor conditions. Nevertheless, getting the highest quality fingerprint image during enrollment is highly important for consistently reliable employee punching.

Receive your Employee PIN Number

Your manager will provide you with your employee PIN. This number will be used for enrolling your fingerprint at the clock.

Choose an Ideal Finger to Enroll

Select a finger with the most visible ridge pattern and one that you can comfortably place on the reader. Avoid using the pinky finger, as it is typically too small for good verification.
We recommend using the thumb or index finger.
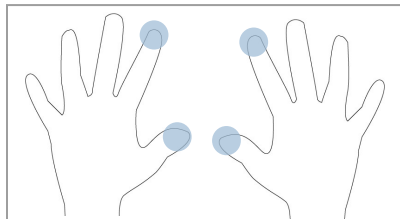
Locate the Fingerprint Core

Center the fingerprint core on the fingerprint reader during enrollment.
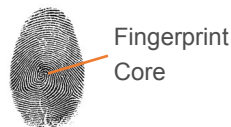
Fingerprint Core
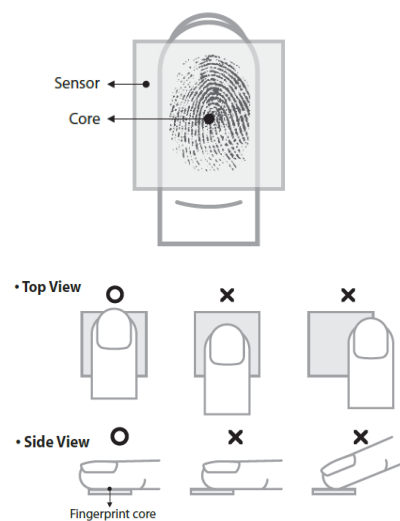
Enroll Your Fingerprint

1. Enter your PIN at the time clock.

2. When prompted, scan your finger. If the scan is not successful, enter your PIN and begin the enrollment process again.

3. Once the fingerprint reader takes 3 good quality images of your fingerprint, the message *Enrollment Successful* displays.

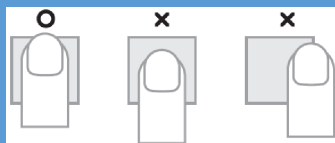You are now ready to begin clocking In and Out from the time clock.

Enrollment Tips

- Use hand lotion or blow warm breath on your hand for a higher quality scan.

- Press down with gentle pressure when scanning your finger.

- If you have fine fingerprints (light ridges), enroll the thumb or other finger that has the most visible ridges.

Finger Placement

Sensor
Core

• Top View

• Side View

Fingerprint core

Camera

Indicator LED

Fingerprint Reader

Clear

Enter

Hours Lookup

Break/Dept. Transfer

Time Clock Key Functions

Clocking In and Out

Using the TotalPass Biometric Time Clock to clock In and Out is easy.

1. Enter your employee PIN and then scan your finger. You may also scan your finger without entering your employee PIN.

2. Your name should show on the time clock display. Press the corresponding **In** or **Out** key on the clock.

3. If you are prompted to select a department, use the **Up** or **Down** key to scroll through the options to make your selection. Press **Enter**.

4. When clocking Out, your total shift hours may display on the clock. Use the **Up** or **Down** key to see the total hours worked for the day, week, and your last punch.

Going to Paid Break or Transferring Departments

If your company tracks paid break time with the time clock, follow the instructions below:

1. Enter your employee PIN and then scan your finger. You may also scan your finger without entering your employee PIN.

2. Your name should show on the time clock display. Instead of pressing In or Out, press the **Break/Department Transfer** key.

3. Use the **Up** or **Down** key to scroll through the options to make your selection. Press **Enter.**

Getting Assistance

Contact our Technical Support Department with questions and troubleshooting assistance at **1.800.847.2232** option **1** or **support@icontime.com**.