Getting Started with IntelliTouch 60

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Meet the IntelliTouch 60

The IntelliTouch 60 is an 8" x 8" ABS plastic terminal with full color high-definition TFT LCD (Thin Film Transistor Liquid Crystal Display, 1024 x 768 or 800 x 600) touch screen. It has a horizontal or vertical badge slot and ergonomic wall mount design.
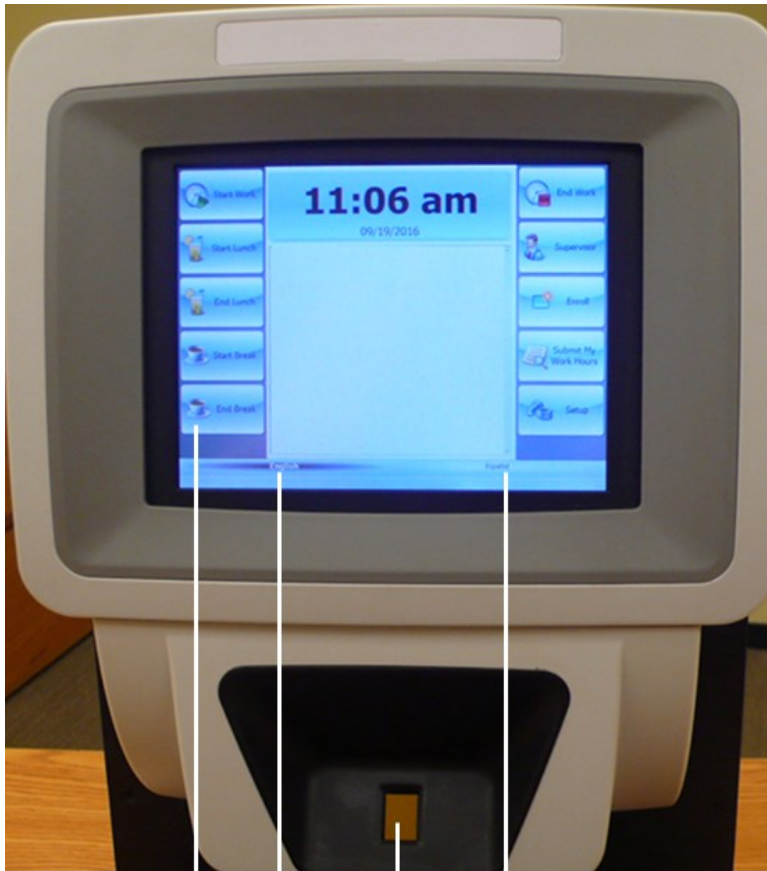
Function Key   Supported Language   Finger Reader   Idle Language

- Function keys. 10 operations can be configured to perform comprehensive employee functions, supervisor functions, and clock configuration.

- Supported languages. 5 languages can be configured.

- Idle messages. It can display customized text to communicate with users.

- Finger reader. Place the finger on the platen for identification.

- Card reader. Slide barcode badges or magnetic badges through the bidirectional badge slot, or wave the RFID tag within an inch of the front of the card reader.

Working Environment and Clock Maintenance

The IntelliTouch 60 works well in the following environment: Temperature 0 to +40C (32 to 104F), Humidity 5-90% non-condensing.

Cleaning the touch screen with pure ethanol or Isopropyl alcohol (IPA) with soft absorbent cloth is suggested ensuring that there is no run-off to the edges or in to the card slot. There is no maintenance requirement for ABS (Acrylonitrile Butadiene Styrene) plastic case and badges.

Quick Start Guide to IntelliTouch 60

This section gives an overview of the process on how to use IntelliTouch 60.

1. If the clock setup is complete, clock operations and employee information can be downloaded to the clock by performing the synchronization operation. See *Synchronizing the Clock* on page 5.

2. If a card reader is used, issue badges to employees. Depending on the card reader installed on the time clock, the IntelliTouch 60 can read different badges, such as barcode badges, magnetic badges, and proximity badges to punch employees In and Out and perform transactions. See *Performing Employee Operations* on page 16 for detailed operations.

3. If a finger reader is used, enroll employee finger templates. See *Enrolling Employee Finger Templates* on page 6. See *Performing Employee Operations* on page 16 for detailed operations.

4. Employees use their own function keys to perform transactions. For employee function keys, see *Performing Employee Operations* on page 16.

Synchronizing the Clock

Your time and attendance partner configures the IntelliTouch 60 for your needs. Once the setup has been completed, you can download the configuration and employees to your time clock by double-clicking the date field.


The following messages "Synchronize", "Extracting Technical Setup", "Extracting Client Setup", and "Extracting Employees" are displayed in order, the IntelliTouch 60 is ready for use. If any error message, such as "No Host URL Known" is displayed, contact your time and attendance partner.
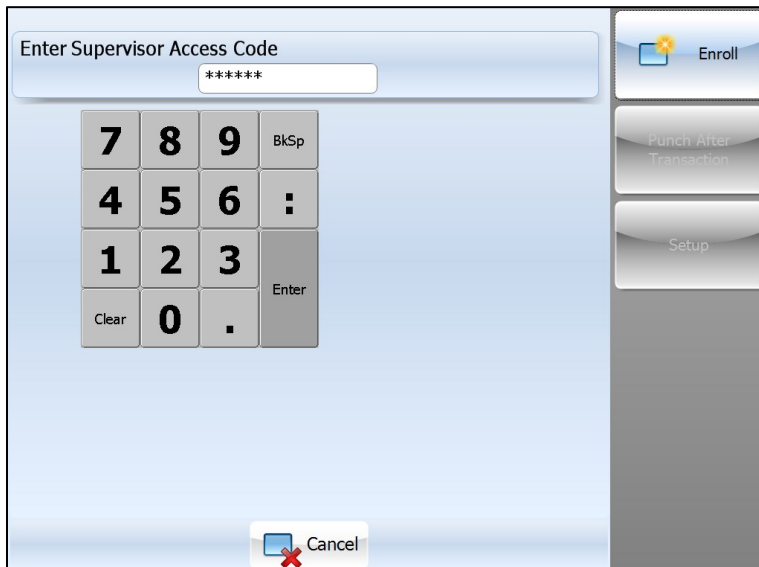
Enrolling Employee Finger Templates

When enroll employee finger templates at the time clock, it is important that the finger is placed on the platen in the same manner every time. See *Ensuring a Good Quality Enrollment* on page 14 for details.

To enroll an employee using the Enroll function key:
1. Click Enroll function key. The Enter Supervisor Access Code screen is displayed.
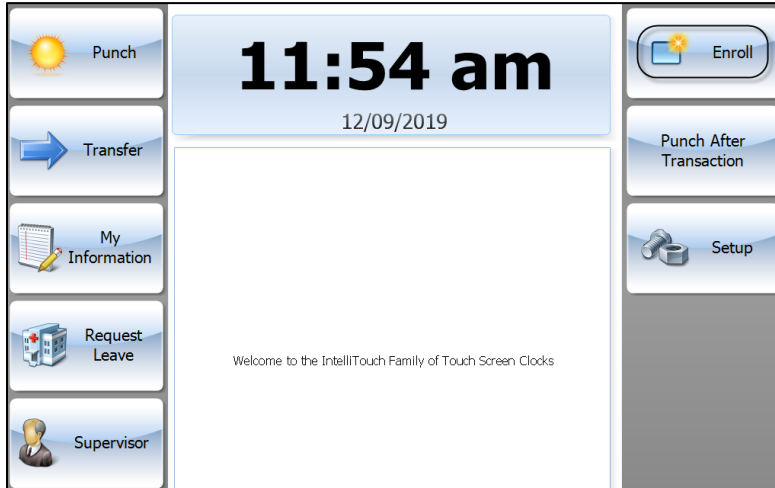
2. Enter the Supervisor PIN and click Enter. If you do not know your supervisor PIN, contact your time and attendance partner. The Select Enrollment Operation screen is displayed.

3. There are three operations available: New, Freshen, and Remove.
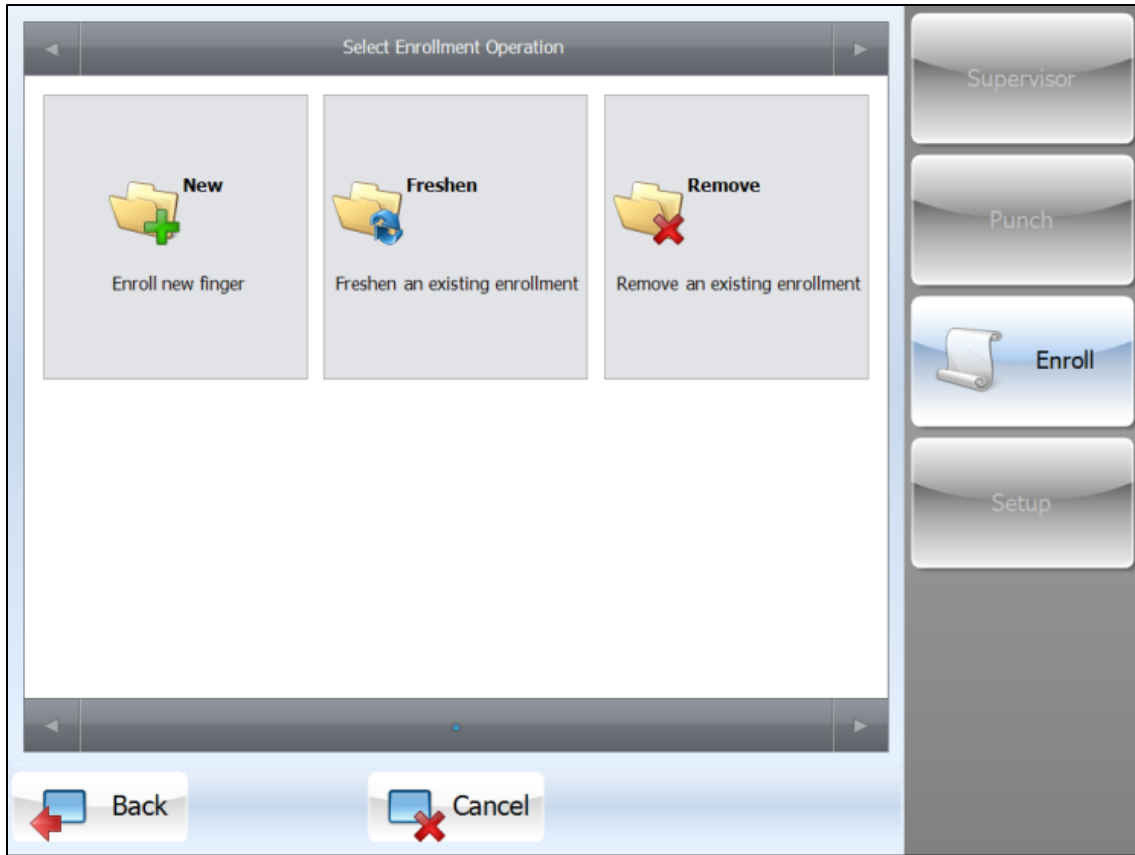
Operation	Description
New	Enroll a new finger template for an employee. See *Enroll a New Finger Template for an Employee* on page 8.
Freshen	Replace the employee's existing finger template for an employee. If no finger template exists, a new finger template is added. See *Freshen a Finger Template for an Employee* on page 13.
Remove	Remove all finger templates for an employee from the clock. The templates are removed from the system upon the next synchronization operation (usually in 6 seconds). See *Remove Existing Finger Templates for an Employee* on page 13.

Enroll a New Finger Template for an Employee

1. Click New to enroll new finger. The Enter Employee Badge Number screen is displayed.
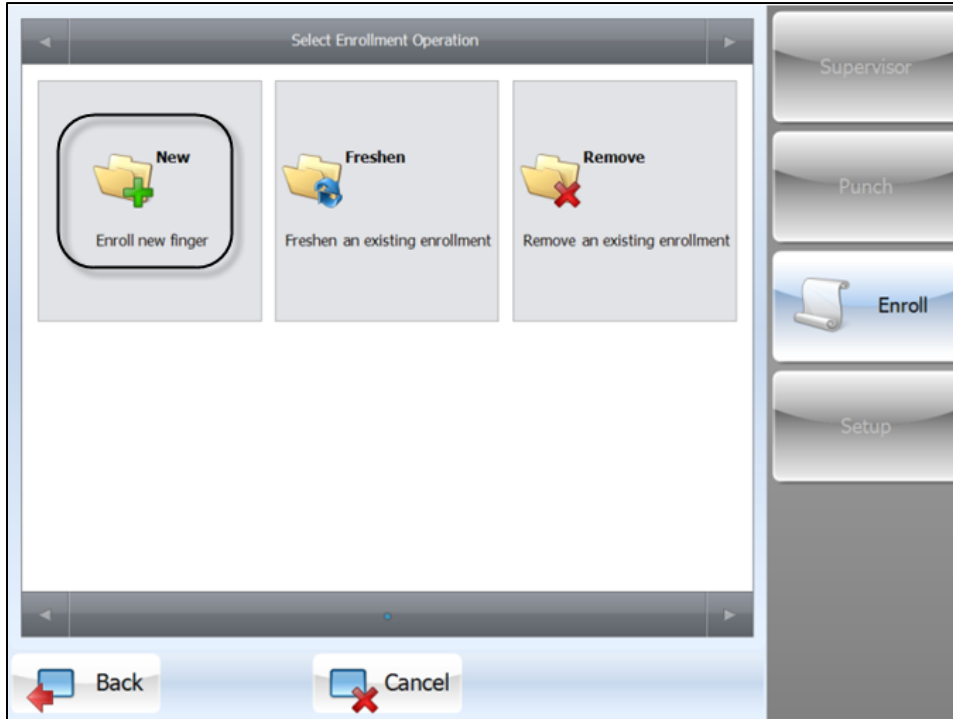
2. Enter the employee badge number or present the employee badge if a card reader is installed. Click Enter. The Enroll Biometric Template screen is displayed.
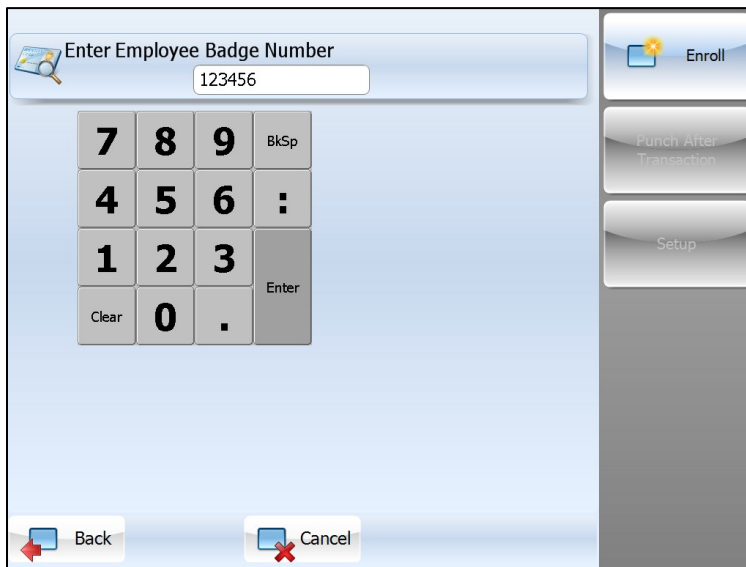
3. The employee badge number is displayed on the top of the screen.

- If there is no finger template for this badge number, a message indicates that this badge number does not yet have any templates, for example, "Enroll *Zurface, Jeffrey*. 0 existing template(s)."
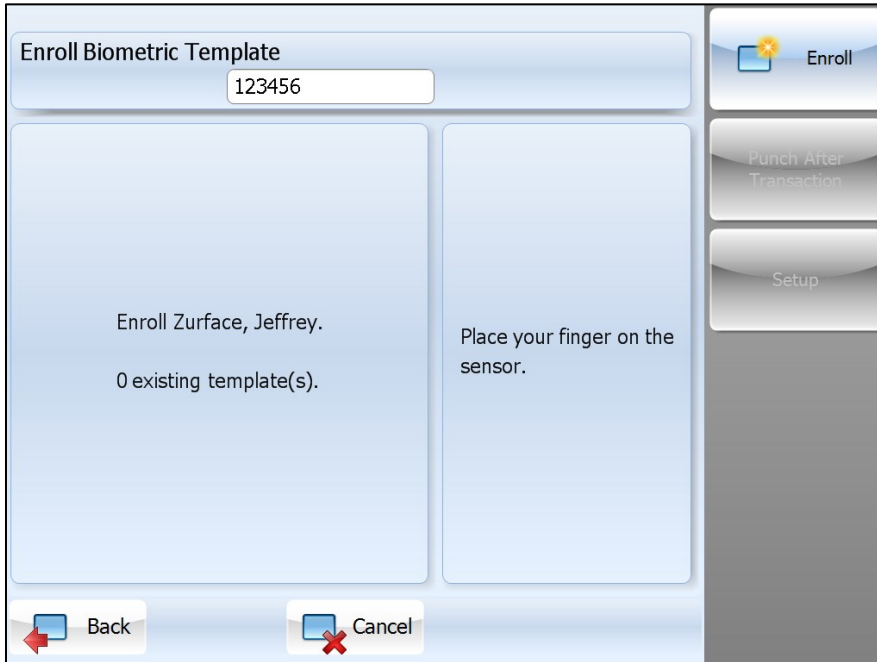

- If there is a finger template for this badge number, a message indicates the number of templates associated with this badge number, for example, "Enroll *Zurface, Jeffrey*. 2 exiting template(s)."
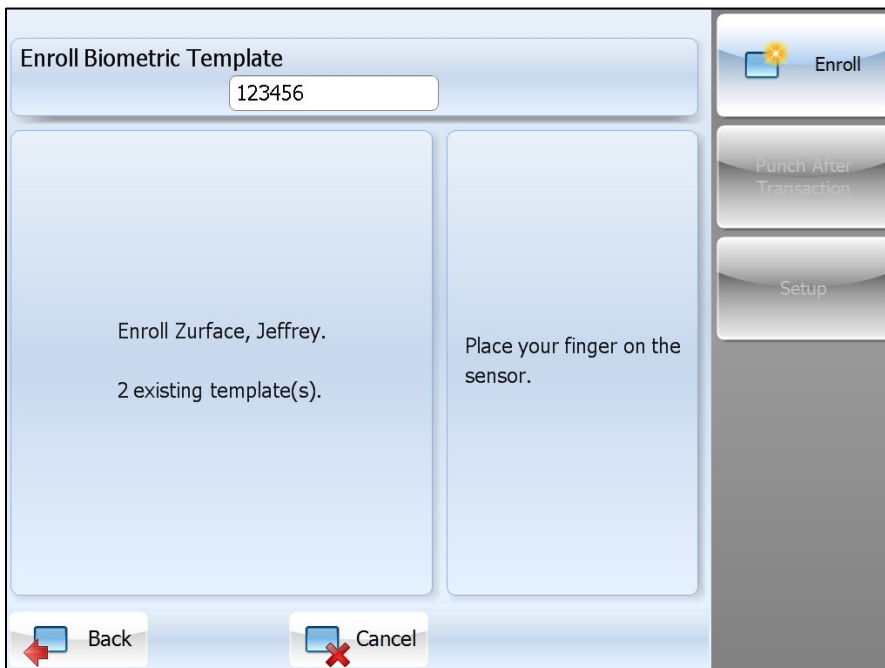
See the following instructions on the display to place or remove the finger on or from the platen for the finger enrollment. Both visual and audible feedback are available to guide the user for enrollment.
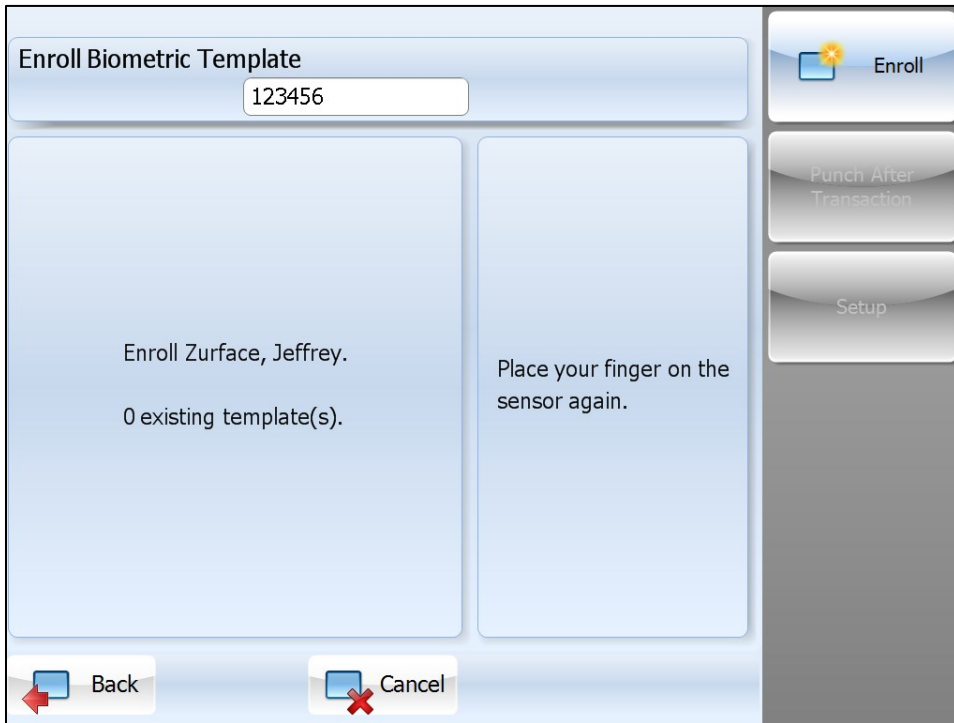
1) When the message "Place your finger on the sensor" is displayed with audio instructions, place the finger on the platen.
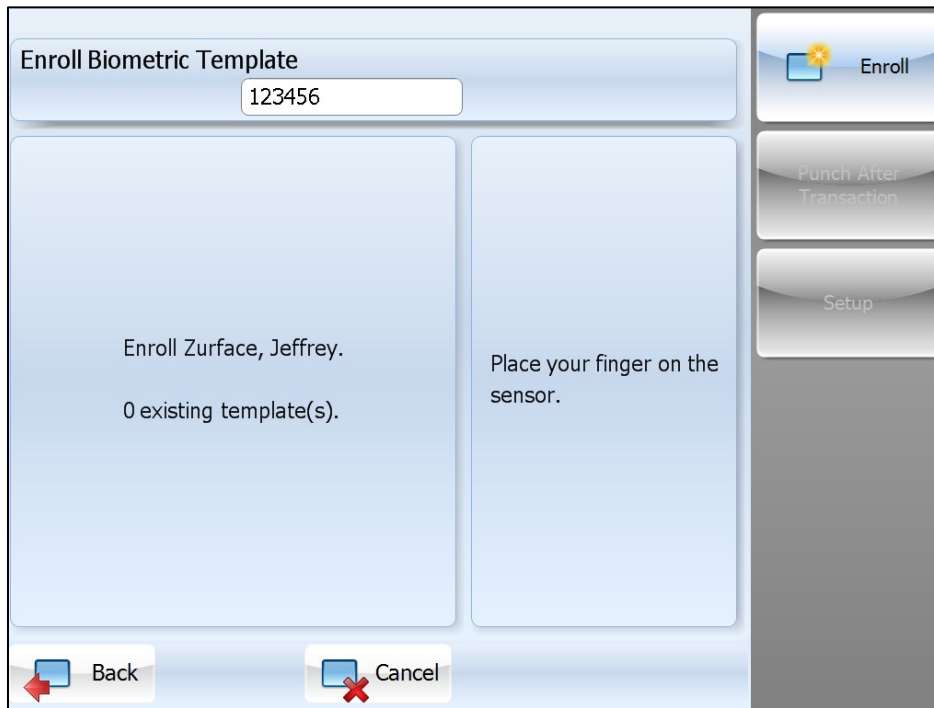
2) When the message "Lift your finger" is displayed with audio instructions, remove the finger from the platen.
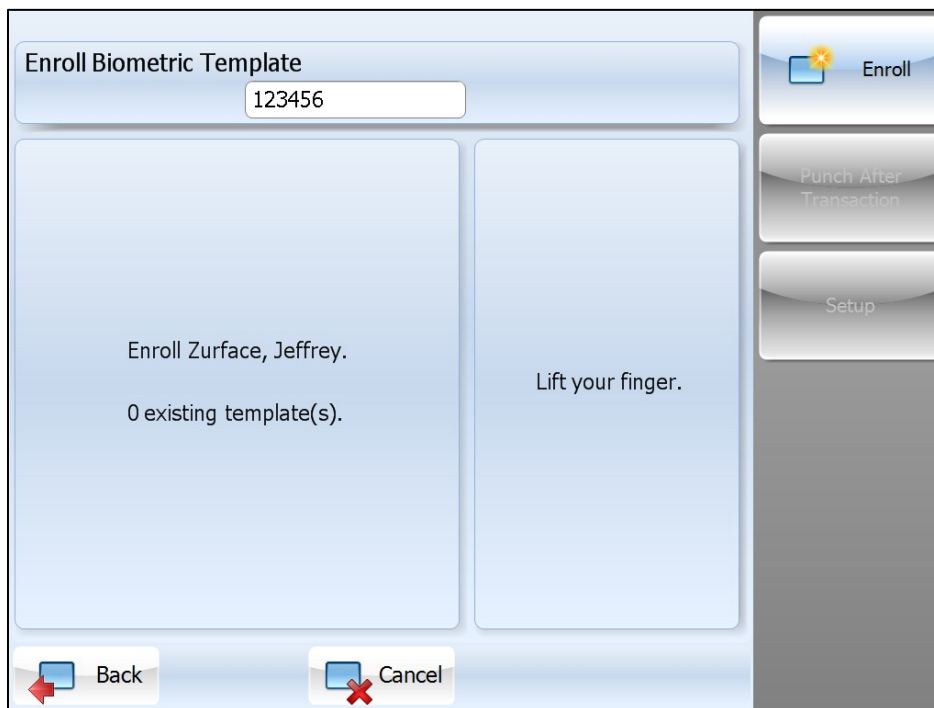
3) When the message "Place your finger on the sensor again" is displayed with audio instructions, place the same finger on the platen.

4) When the message "Lift your finger" is displayed with audio instructions, remove the finger from the platen.
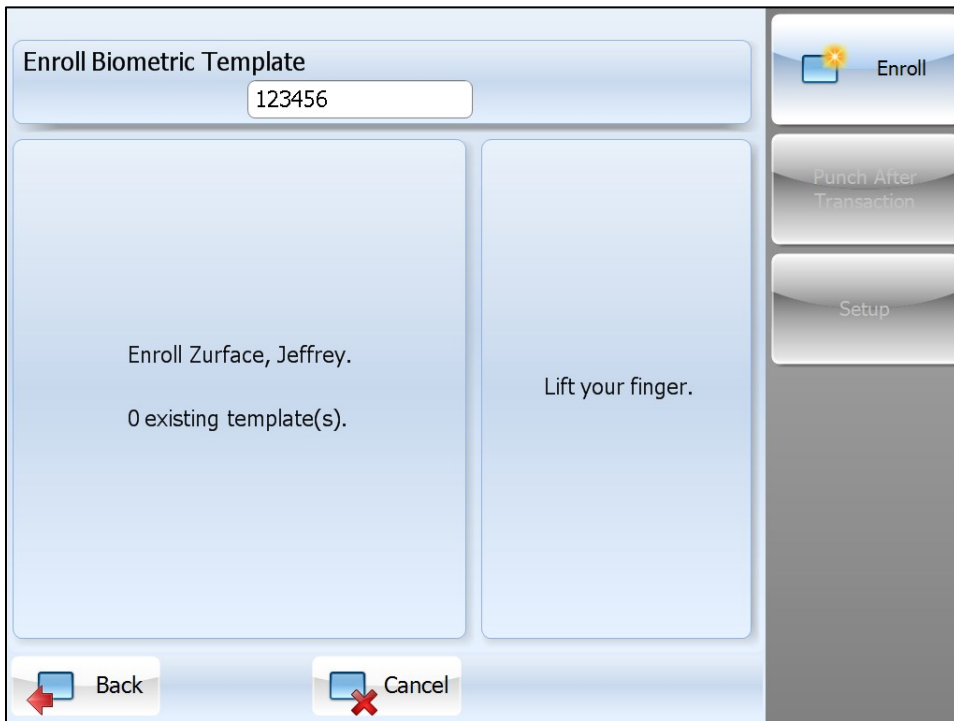
5) If two captured employee finger templates meet the required score, the enrollment is successful, and the message "Enrollment for *Zurface, Jeffrey* complete. Click **Back** to enroll a different badge, **More** to enroll an additional template for the current badge, or **Cancel** to return to the

main screen" is displayed. The employee badge number is also displayed with the score number on the screen, for example, "Enrollment score is 98 out of 100". The score reflects how accurately your finger is placed on the platen and should average above 80.

The number of enrolled templates and the number of available templates are also displayed. They are 18 and 9072 in the following screen capture.
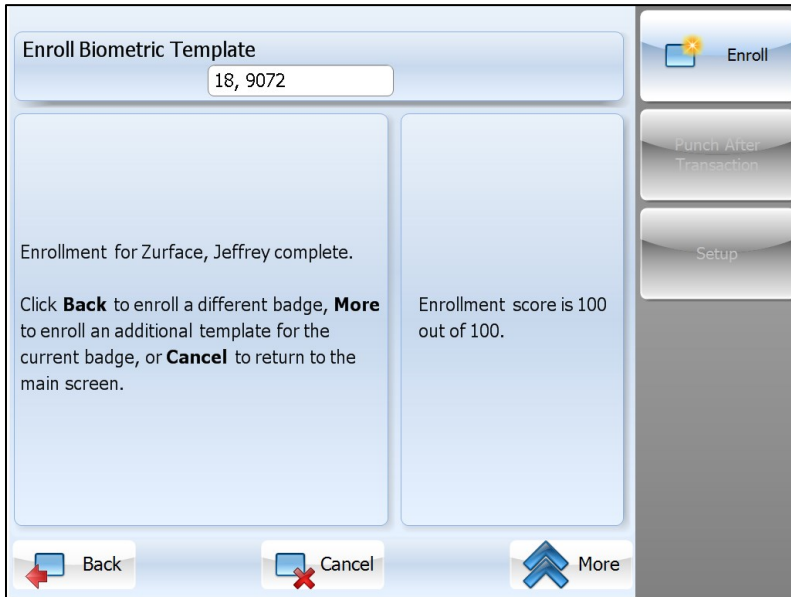
Click **Back** to enroll other employees, **More** to follow the step 1) to 5) to enroll another finger or press **Cancel** to exit the menu.

If two captured employee finger templates do not meet the required score, step 3) and 4) repeat until a valid finger template is captured. If enrollment fails after a few attempts, the message "Enrollment for *Zurface, Jeffrey* has failed. Click **Back** to enroll a different badge, **Retry** to attempt enrollment again or **Cancel** to return to the main screen" is displayed.
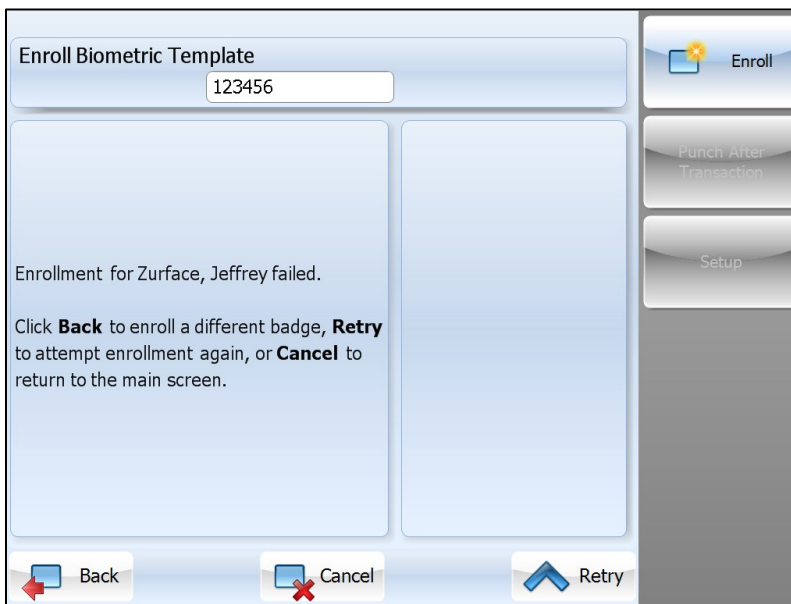
Click **Back** to enroll other employees, **Retry** to follow the step 1) to 5) to enroll again, or press **Cancel** to exit the menu.

4. Once the employee enrollment process is completed successfully, perform a full synchronization operation to upload finger templates to the system.

Freshen a Finger Template for an Employee

Click Freshen. The Enter Employee Badge Number screen is displayed. Follow steps 2 to 5 in *Enroll a New Finger Template for an Employee* on page 8.
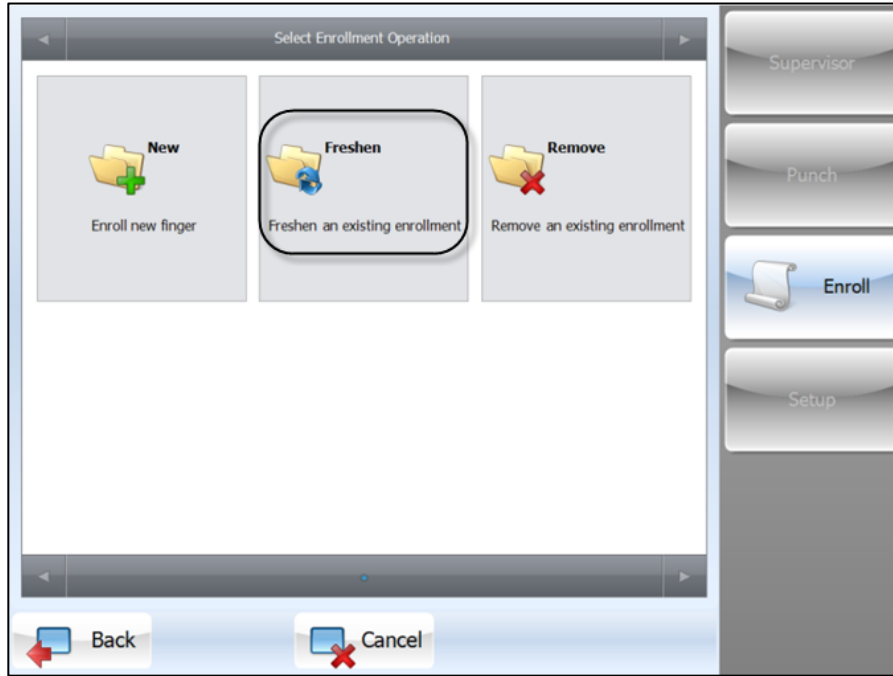
Remove Existing Finger Templates for an Employee

Click Remove. The Confirm Removal screen is displayed to confirm removal.

During the enrollment process:

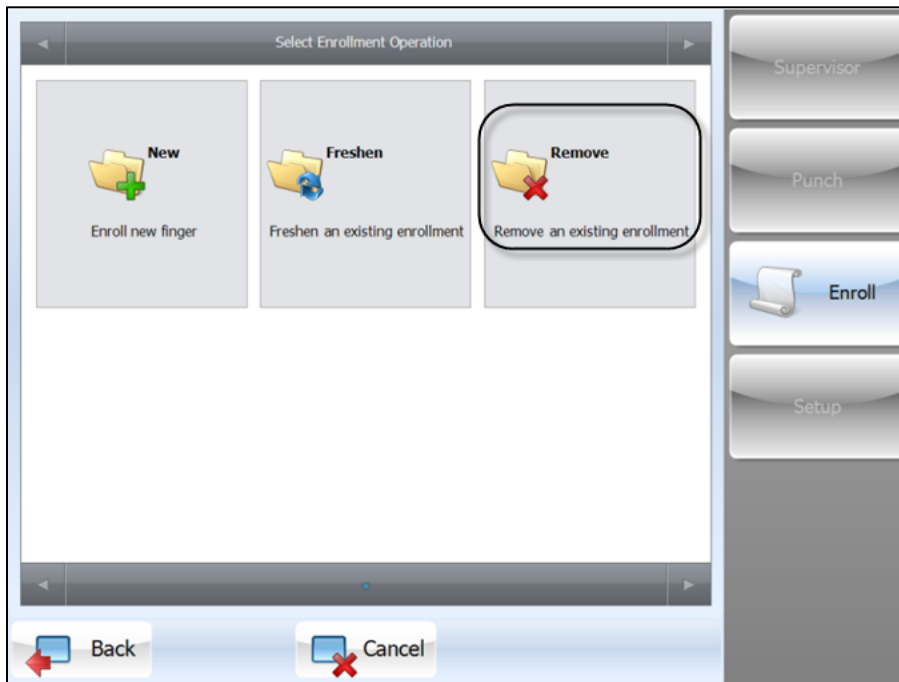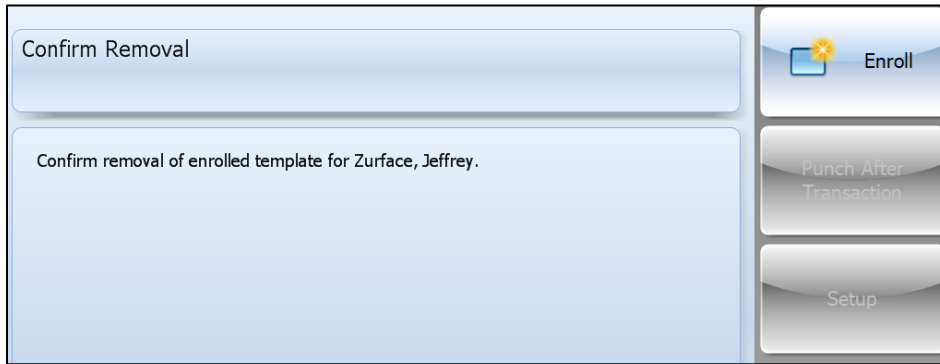- Both visual and audible feedback is used to guide the user for enrollment.
- Incorrect enrollments are captured and prompt the users to repeat the process until canceled or a valid finger template is captured.
- Two minutes are given to complete the enrollment before time-out.
- At least two images are captured and both images must have good quality to produce a final template containing a minimum acceptable quality score.
- Multiple employees or multiple fingers for the same employee can be enrolled in the same enrollment session. Use the Back button to select another employee badge number and repeat the enrollment process.
- It is recommended to enroll multiple fingers (at least two) for an employee to increase reliability.

Please note:

- Currently up to 10 finger templates are maintained for each employee.
- Employee finger templates are updated after the full synchronization operation. Finger templates are removed for terminated employees or employees no longer assigned to this clock. Finger templates are updated based on the employee clock group membership, which include finger templates produced at other Suprema reader clocks in the same clock group.

Ensuring a Good Quality Enrollment

All fingers contain a number of unique physical characteristics called minutiae which include certain visible aspects of fingerprints such as ridges, ridge endings, and bifurcation (forking) of ridges. Most of the minutiae are found in the core point of fingerprints. A core point is the topmost point on the innermost upward ridge line. The quality of finger image is relative to the number of minutiae points captured.

To ensure a smooth finger enrollment process, consider the factors influencing finger enrollment and follow the rules listed here.

- **Finger selection**. Use index, middle or ring fingers with good core points. Good core points are found near the center of the finger on the fleshy pad.
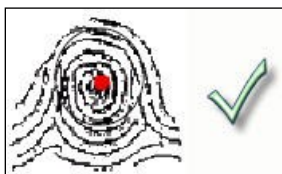
Good core point   *Bad core point*

- **Finger position**. Always place the finger in the center of the sensor reader to ensure consistent finger positioning. If the scanned minutiae remain consistent whenever an individual punches, the finger image is successfully matched to the pre-existing template. Placing the finger far from the center of the sensor reader increases the rejection rate.

- **Finger area**. Maximize the surface area of the finger to capture the most minutiae.


Correct placement

Avoid the following most common mistakes made during the initial phase of enrollment.

Incorrect placement

- **Finger rotation**. Avoid or minimize finger rotation during enrollment and verification.

- **Finger condition**. Avoid using a finger that is too wet or dry. Excessive or lacking moisture can result in poor-quality finger images, characterized by smudged, faded or distorted areas on the finger.
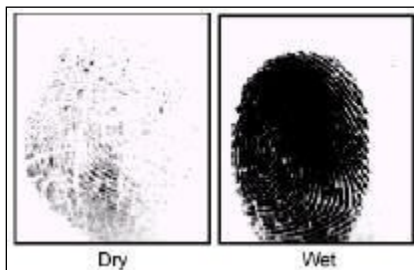
Poor quality finger images

- **Finger Pressure**. Apply moderate pressure when making contact with the sensor reader. If too much pressure is applied, the ridges adhere to each other, which is similar to the wet finger image. On the other hand, if too little pressure is applied, the resulting image is similar to the dry finger. A little practice is needed for employees to get the feel of it.

Please note: The clock does not store or read finger prints. It uses the physical characteristics of the finger to create a unique template to store and compare when an employee punches. A finger print cannot be constructed form the IntelliTouch 60 finger template.

Performing Employee Operations

This section describes common function operations. Your time clock may be set up to perform different operations. Contact your time and attendance partner for information about your time clock setup.

Punching In or Out Using Card Reader

After employees are enrolled in the system, they can punch In/Out.

1. Press the function key to punch. For example, it may be labeled "Punch" with an icon.
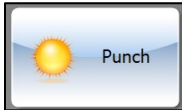
2. In the Enter Employee Badge number screen, you can wave the employee's badge in front of the reader, or slide a badge through the reader, or type the employee's badge number depending on the reader installed. Press Enter.
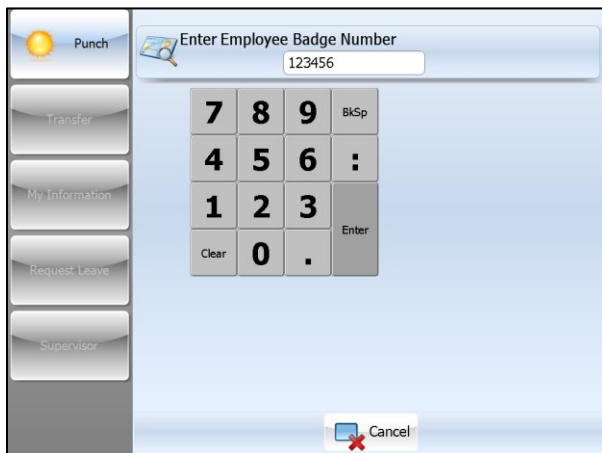
3. (If Verify mode is configured for the function key) The message "Please Place Finger on Sensor" is displayed.
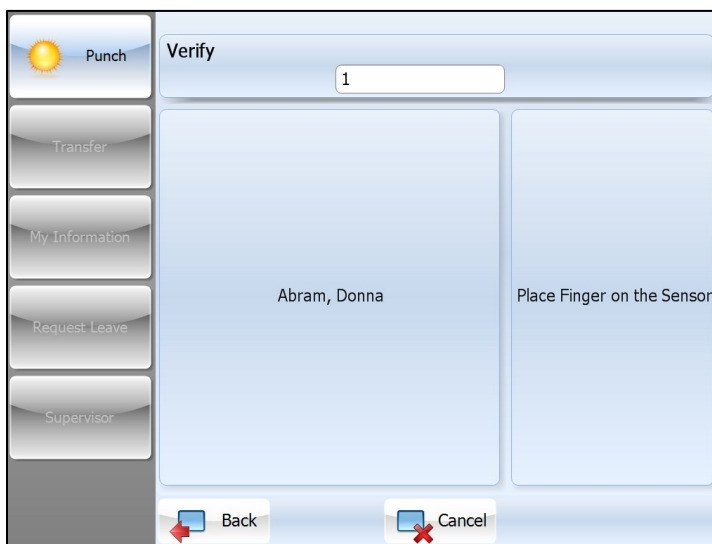
4. (If Verify mode is configured for the function key) Place enrolled finger on the platen. It is important that the finger is placed on the platen in the same manner every time.

5. If the punch operation is successfully, the employee name and "Thank you, Transaction Completed" are displayed on the screen. Otherwise, error messages are displayed, such as "Double Punch", "Invalid Badge Number", or "Unrecognized. Try Again, or re-enroll to freshen Identification.", if Verify mode is configured for the function key.

## Punching In or Out Using Finger Reader

After employee fingers are enrolled in the system, they can punch In/Out.

1. Place enrolled finger on the platen. It is important that the finger is placed on the platen in the same manner every time.

2. If the employee is asked for the badge number, enter the employee badge number, or wave the employee's badge in front of the reader, or slide a card through the reader depending on the reader installed.

3. If the punch operation is successfully, the employee name and the message "Thank you, Transaction Completed" is displayed on the screen. Otherwise, error message is displayed, such as "Double Punch", "Unrecognized. Try Again, or re-enroll to freshen Identification."

Employee Review

Employees can view their own information. See the following process to review employee information.

1. Press the function key to review employee information. For example, it may be labeled "My Information" with an icon.
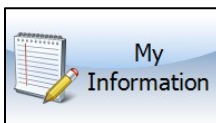
2. In the Enter Employee Badge number screen, you can wave the employee's badge in front of the reader, or slide a badge through the reader, or type the employee's badge number depending on the reader installed. Press Enter.
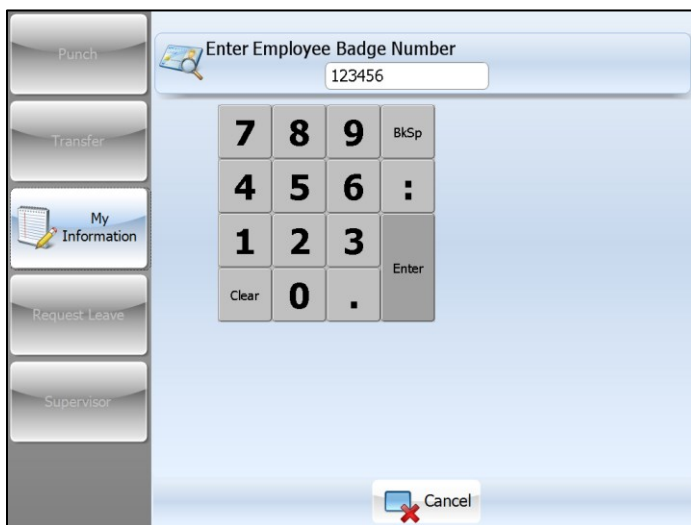
3. (If Verify mode is configured for the function key) The message "Please Place Finger on Sensor" is displayed.

4. (If Verify mode is configured for the function key) Place enrolled finger on the platen. It is important that the finger is placed on the platen in the same manner every time.

5. In the Select Type of Information to Review screen, you can review the following information depending on the configuration:

   - Punches. Displays employee's time card with dates, In and Out times for each shift, total working hours, schedules, and deviations from the schedule.

- Schedules. Displays employee's working schedules with schedule week, schedule day of week, scheduled start time, and scheduled end time for the current week. Employee's absence planned schedules are displayed as blank.

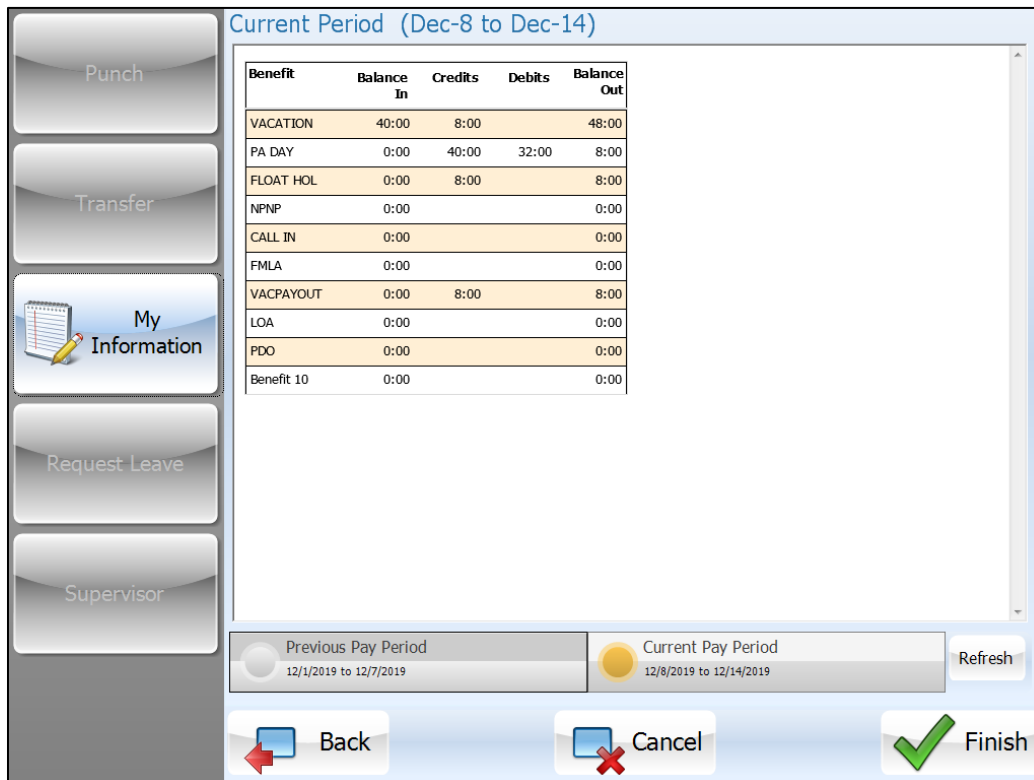| December							
Schedules	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturda
Zurface, Jeffrey							
Week Of Dec-8	8a/5p	8a/5p	8a/5p	8a/5p	8a/5p		
Week Of Dec-15	VACATION	8a/5p	Flex	8a/5p			
Week Of Dec-22	VACATION	8a/5p					
Week Of Dec-29							

November | December | January | February | March | Refresh

Back | Cancel | Finish

- Hours. Displays employee's period total summary with total pay designation hours by workgroups.

Current Period (Dec-8 to Dec-14)

Pay Desig.	Department	Hours
REGULAR	550000	0:00
SAL REG	550000	40:00
SAL STRT	550000	4:00
Totals		44:00

Previous Pay Period 12/1/2019 to 12/7/2019 | Current Pay Period 12/8/2019 to 12/14/2019 | Refresh

Back | Cancel | Finish

- Benefit Balances. Displays employee's benefit summary with changes to benefits, namely credits and debits to benefit banks.

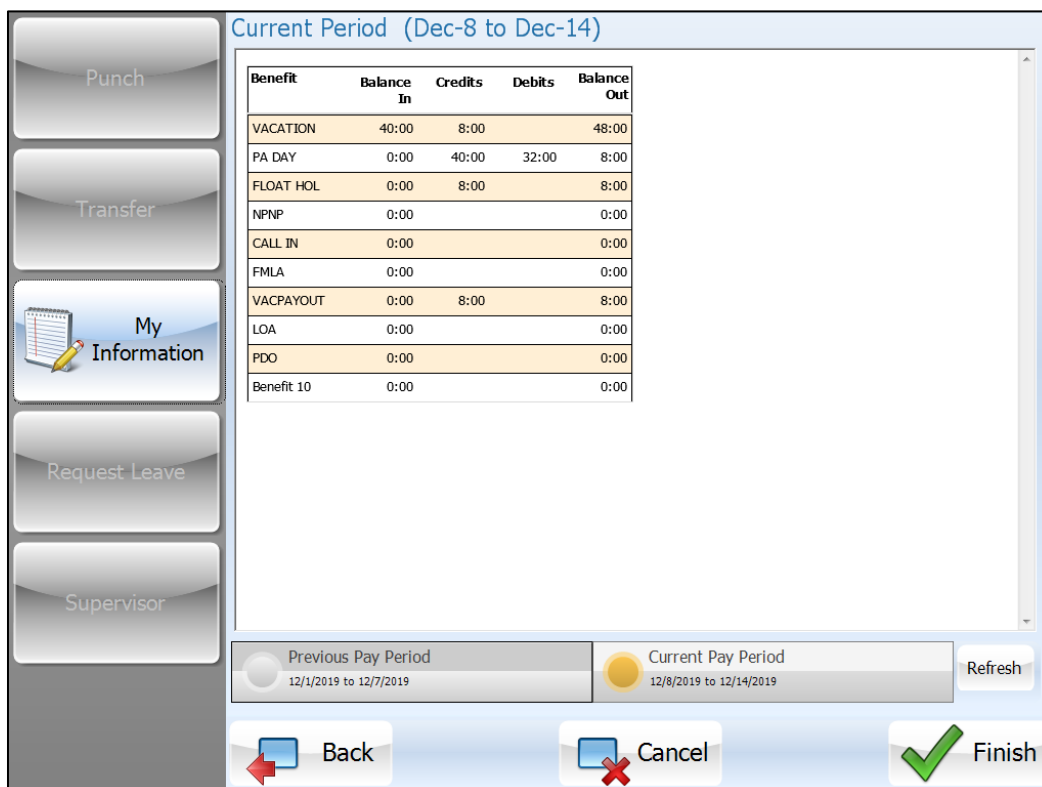- Leave Requests. Displays employee's leave request summary with request status (submitted, approved, denied, pending), request date, hours, benefit used, and comments.

During the review process:

- Press the time period at the time period at the bottom. For example, Current/Previous Pay Period, or the surrounding months (last month to next three months from the current month) depending on the configuration.
- Press Refresh to review the updated information if the clock returns to online mode from offline mode.
- Press Back to go back to the list of items to review if you want to review more than one item.
- Press Cancel to return to the main screen.
- Press Finish when reviewing information is done.

Callback Transaction

Employees can add a callback punch themselves. See the following process to perform the callback transaction.

1. Press the function key to perform a callback transaction. For example, it may be labeled "Callback" with an icon.

2. In the Enter Employee Badge number screen, you can wave the employee's badge in front of the reader, or slide a badge through the reader, or type the employee's badge number depending on the reader installed. Press Enter.

3. (If Verify mode is configured for the function key) The message "Place Finger on the Sensor" is displayed.

4. (If Verify mode is configured for the function key) Place enrolled finger on the platen. It is important that the finger is placed on the platen in the same manner every time.

5. If the operation is successfully, the employee name and "Thank you, Transaction Completed" are displayed on the screen.

Workgroup Transfer

Employees can transfer themselves to other workgroups or jobs.

1. Press the function key to perform multiple level workgroup transfer. For example, it may be labeled "Transfer" with an icon.
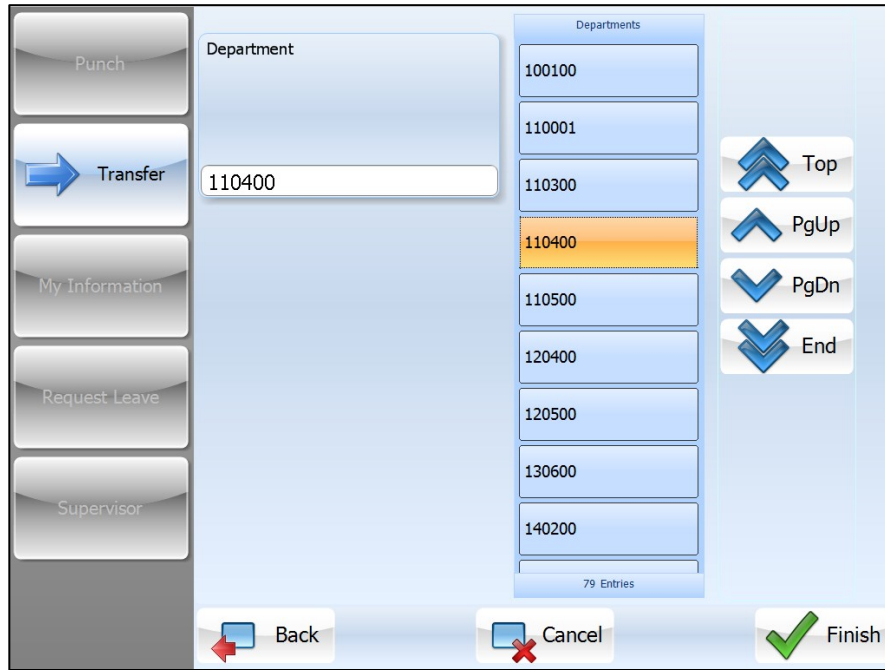

2. In the Enter Employee Badge Number screen, you can wave the employee's badge in front of the reader, or slide a badge through the reader, or type the employee's badge number depending on the reader installed. Press Enter.
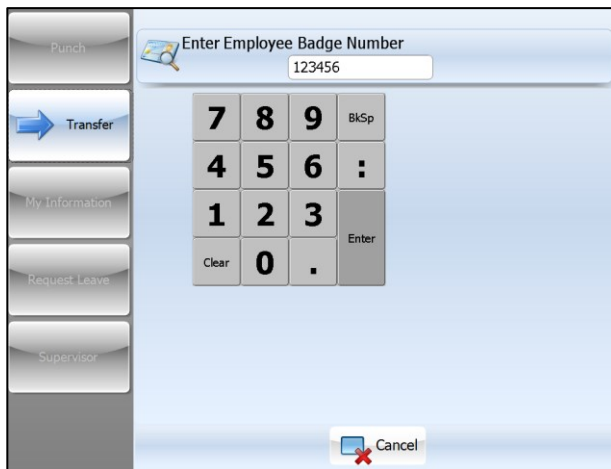
3. (If Verify mode is configured for the function key) The message "Place Finger on the Sensor" is displayed.

4. (If Verify mode is configured for the function key) Place enrolled finger on the platen. It is important that the finger is placed on the platen in the same manner every time.

5. In the workgroup level screen, for example, Department, select the workgroup identifier from the list.
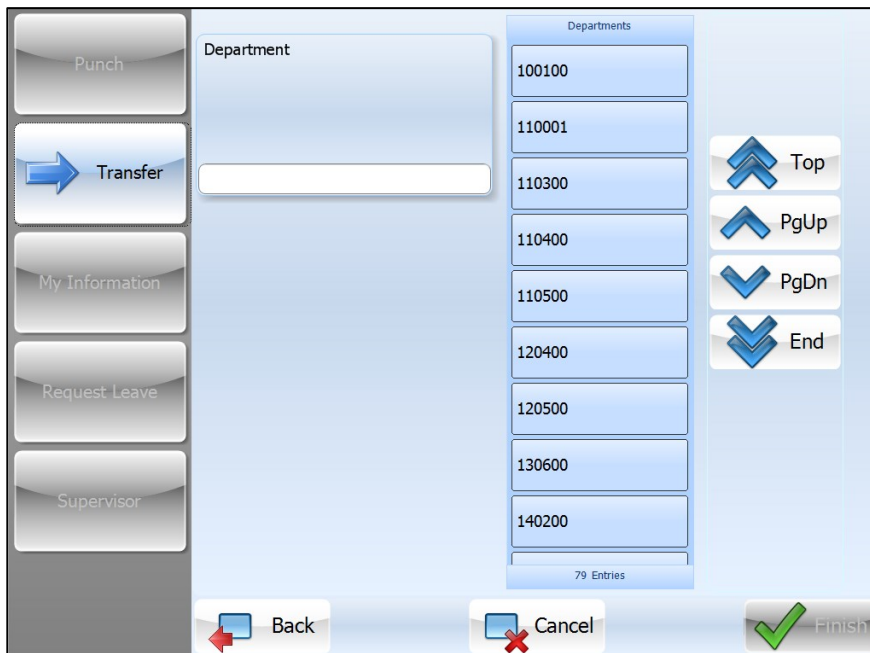
- Press Top or End to jump to the first or the last workgroup identifier.
- Press PgUp or PgDn to go to previous or next page for more workgroups at the current workgroup level.
- Press Back to go to the screen for the previous workgroup level.

6. The workgroup identifier is populated in the field and the Finish button is available. Click Finish to complete the transaction


7. If the operation is successfully, the employee name and "Thank you, Transaction Completed" are displayed on the screen.
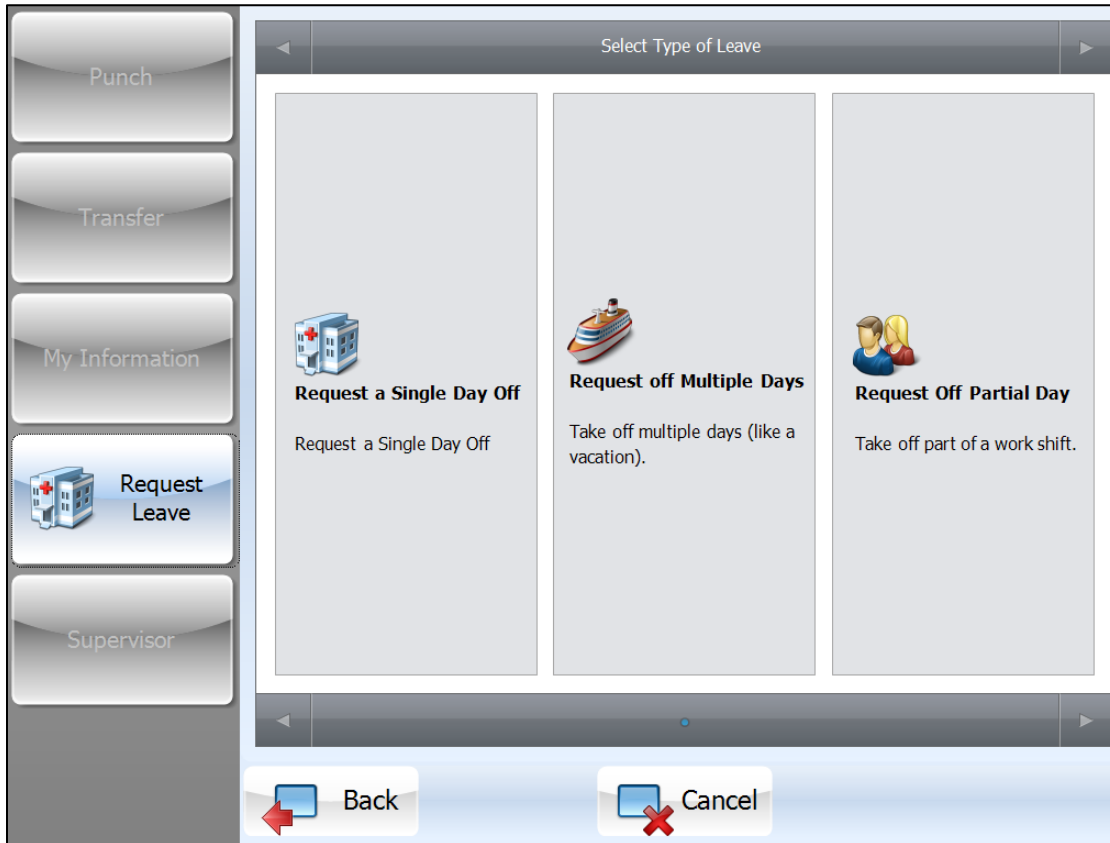
Request Leave

Employees can request to leave for a single day, several days, or partial day. The single day leave request is commonly used. See the following process on how to request a single day off.

1. Press the function key to request leave. For example, it may be labeled "Request Leave" with an icon.
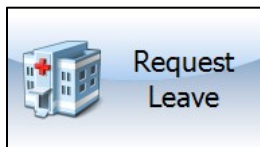
2. In the Enter Employee Badge Number screen, you can wave the employee's badge in front of the reader, or slide a badge through the reader, or type the employee's badge number depending on the reader installed. Press Enter.
3. (If Verify mode is configured for the function key) The message "Place Finger on the Sensor" is displayed.
4. (If Verify mode is configured for the function key) Place enrolled finger on the platen. It is important that the finger is placed on the platen in the same manner every time.

5. In the Select Type of Leave screen, the following types of leave are available:

- Request a Single Day Off. Take a single day off.
- Request Off Multiple Days. Take off multiple days, such as vacation.
- Request Off Partial Day. Take a partial day off.

## Request a Single Day Off

1. In the Choose a Leave Date screen, use the Left and Right arrow to browse the calendar and select the date. The selected date is displayed on the top of screen. Press Next.
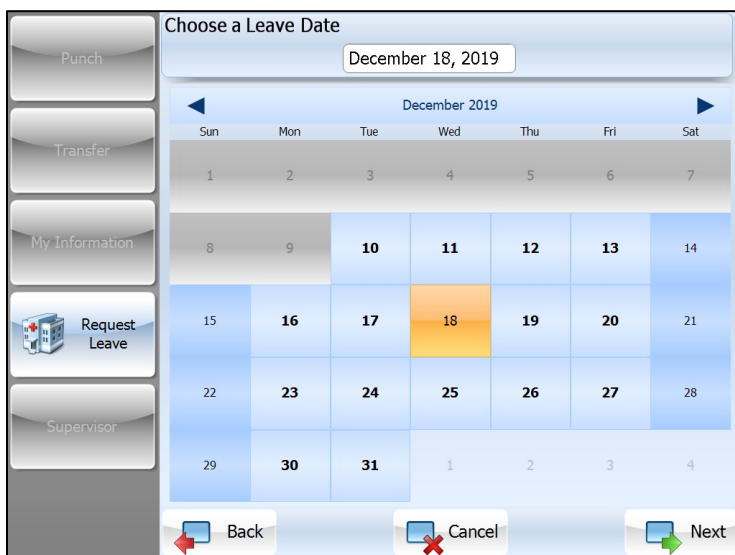
2. In the Enter Total Time off in Hours screen, enter the number of hours and minutes you need to take off in order. Press Enter.
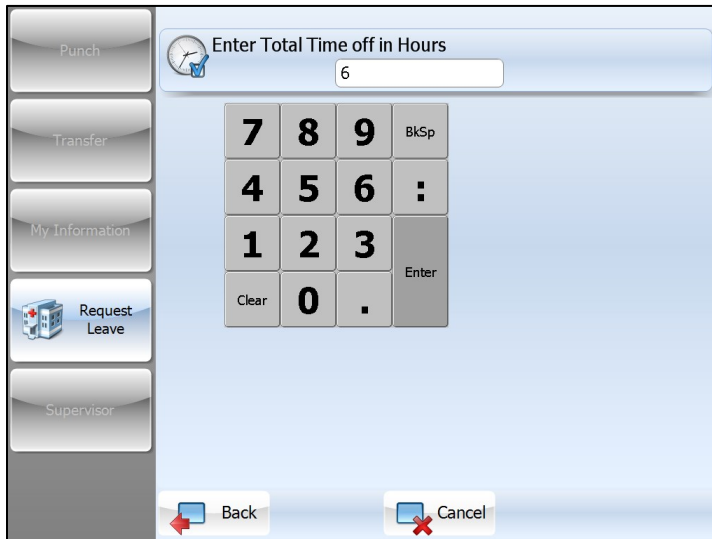
3. In the Select Benefit to Use screen, select the type of benefit to use. Each benefit is listed with its current balances, project balances as of today's date.
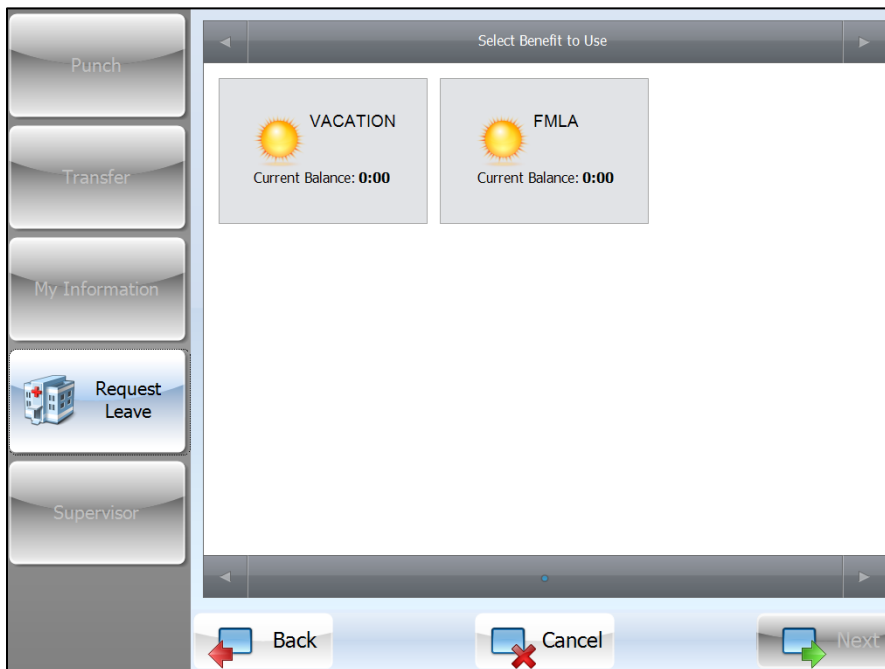
4. In the Enter Comments screen, click Show Keyboard to enter comments if needed. Click Hide Keyboard after comments are entered. Press Next.
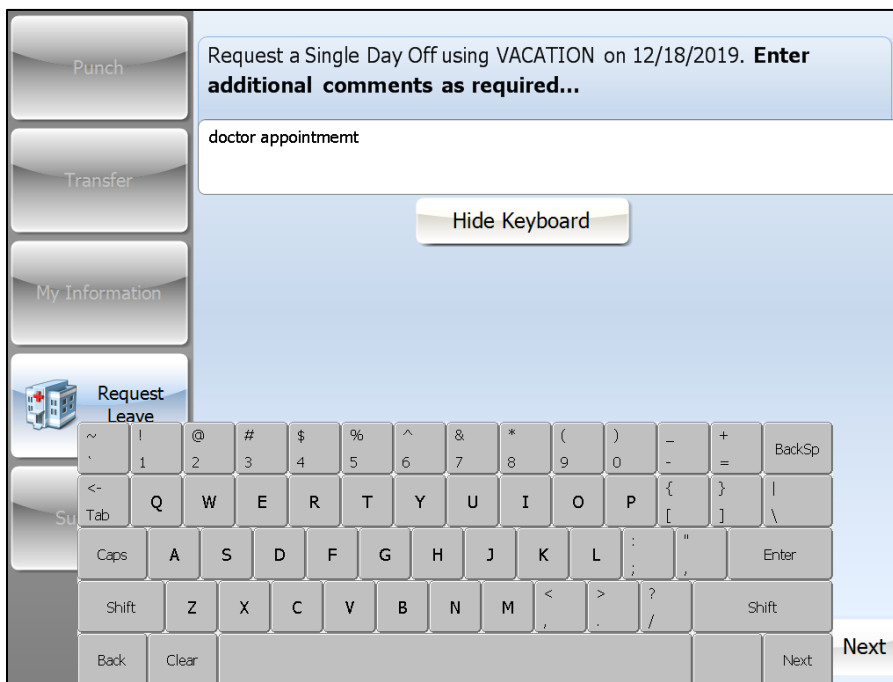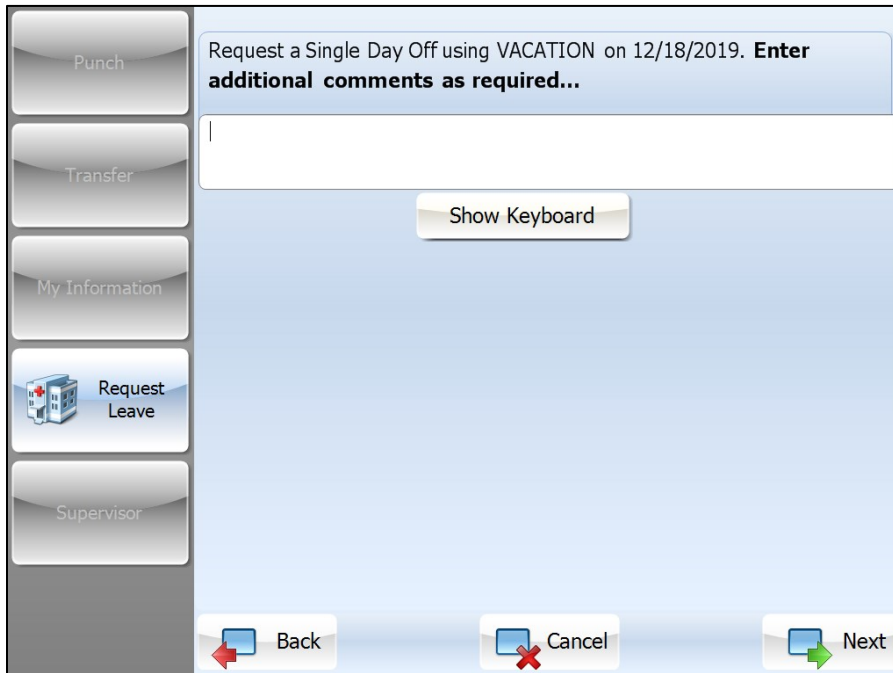
5. In the Please Confirm screen, review the information entered. Press Finish to complete this leave request.