

# Working with the Biometric Finger Reader

Job Aid

The finger is a form of biometric characteristic to identify employees. Employees can use their fingers to punch In/Out on the time clock. They may also be asked to place a finger on the finger reader platen after they swipe a badge or enter a PIN to punch, press a predefined function key for operations such as review hours or review schedule, or a supervisor initiates an edit function for employees.

Consider the following influencing factors and rules to ensure smooth finger enrollment and usage.

## Threshold

The threshold can be selected to adjust the sensitivity applied for individual employees when the finger reader verifies whether the employee's finger matches the stored employee finger template and their badges or PINs.

A threshold value determines how sensitive the time clock matches the finger image to an existing template. With a very high threshold value setting, the current finger image must closely match the existing template for verification to be successful. With a very low threshold value setting, almost any finger image is verified successfully against an existing template.

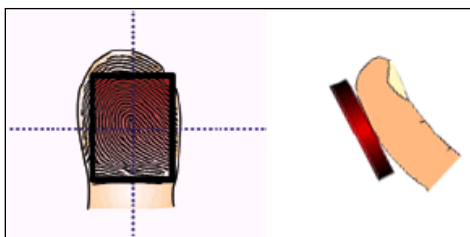
## Finger Placement

Correct finger placement is important for reliable finger reader imaging. The finger reader is designed with a ridge lock that rests comfortably within the first indentation of the finger. Users should first locate the ridge lock, then lower the finger onto the sensor and apply moderate pressure.



Environmental conditions and finger position can affect the quality of the finger enrollment and subsequent scans. When using the finger reader:

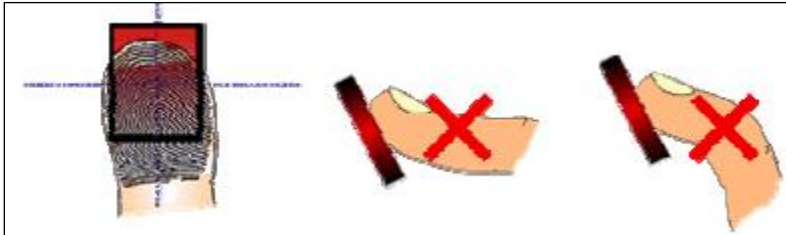
- Use a slightly moist finger. If your finger is dry due to dry or cold air, breathe on it for a better read. If your finger is wet, wipe it off before using the biometric reader.
- Use medium pressure. When you press too hard on the platen, the finger ridges adhere to each other, making them more difficult to distinguish. Pressing too lightly on the platen doesn't allow the reader to image some of the ridges.
- Place your finger squarely on the platen, with the first finger joint resting in the ridge lock.



*Correct Punching Technique*

Avoid making these common mistakes that can distort the finger image and degrade the image quality:

- Do not slide the finger into place on the sensor.
- Do not rotate the finger on the sensor.
- Do not position the finger to one side or expose a portion of the sensor.
- Do not place the finger at an angle. It should rest comfortably on the ridge lock.



*Incorrect Punching Technique*

### **Finger Reader Maintenance**

Static can affect the operation of the finger reader units. In normal use, it is recommended that the sensor be cleaned monthly.

To clean the finger reader sensor surface, perform the following steps:

1. Remove the electrical power from the fingerprint sensor by disconnecting it from its power source
2. Use any type of household kitchen or window cleaner and a cotton swab (Do not use chlorine bleach, acetone, paint thinner, turpentine, or an unknown solvent).
3. Wet one end of a cotton swab and gently run the sensor surface, slowly rotate the swab so a new clean surface of the swab is exposed. If the swab becomes dirty, use a fresh one and repeat the process. Do not use nylon brushes, scouring pads, or steel wool.
4. Dry the surface with a dry swab.