1 Take Inventory

Before you proceed, let's make sure you have everything you need for a successful installation.

Contents for the ATRx Biometric 1000™:

ATRx Biometric Enabled™ software CD

HP 1000

Communication Cable

Power Transformer

Minimum System Requirements:
Hardware: IBM PC Compatible Computer, Intel Pentium II 400 mhz or higher, 128 MB RAM, 150 MB Free Space on HD, CD-Rom Drive, At least 256 SVGA video, Minimum 800 x 600 resolution

Software: Microsoft® Windows 98SE, Windows 2000 Professional, Windows XP Professional, Windows XP Home, Windows 2003 Server

2 Installing the HandPunch

The quick start sheet reviews the installation of software and the connection of the HandPunch to your PC. For instructions on preparing the HandPunch for wall mounting, routing of wiring, and wiring connections, please refer to the user manual on pages 15-21. Be sure to test and enroll the employees prior to mounting the Handpunch.
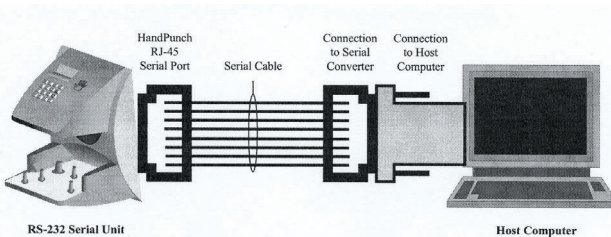
3 Accessing the Software User Manual

You can access the user manual in two ways:

A. Click on the **Help** menu in the **Administrator** section of the software. Search for information by topic.
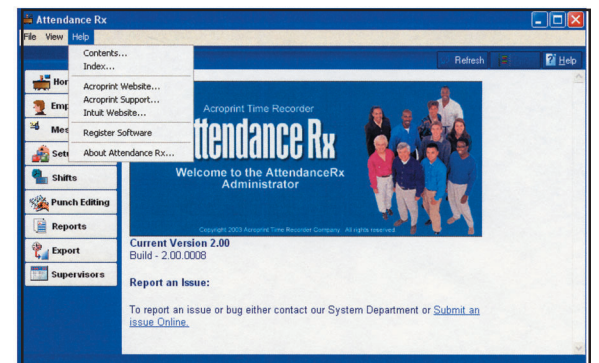

B. Go to **http://www.acroprint.com/acroprintstore/solutions/user-manuals.aspx** to download a complete manual from our website. The user manual is offered in PDF format, which requires Adobe Acrobat Reader to view.

4 Let's Get Connected

STOP FIRST, TURN OFF YOUR PC!

1. To avoid damage to the PC port, PC power must be completely shutdown prior to attaching the HP1000 communication cable.
2. Connect the serial connector of the communication cable to a serial port on the back of your PC.
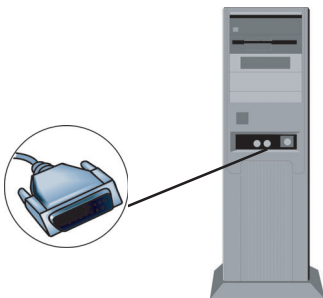
3. Connect the other end of the communication cable to the RS232 port on the back of HP1000.

5 Getting Started

If you have completed all of steps listed above, then you are ready to load the software.

1. Install ATRx Biometrically Enabled Software by inserting the CD into the CD-ROM drive and complete the installation wizard.
2. Select **Restart the PC** at the end of the software installation.
3. Follow the on-screen Setup Wizard entering in your company information, such as pay period type, overtime rules, and shift settings. You will be prompted to enter your employee information at this time.

NOTE
If you do NOT complete the Setup Wizard the program will not run successfully.

NOTE
Please write down your administrative password and store in a safe place. You will be prompted to enter the password in Step 6b of this quick start guide.
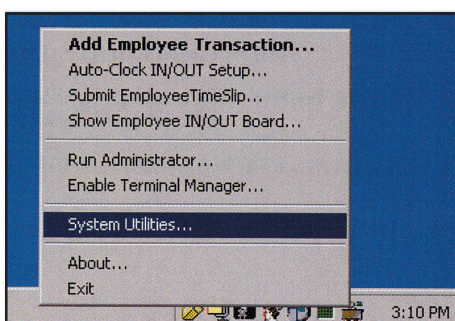
6a Activate the HandPunch 1000 to PC Communications

1. Confirm Attendance Rx software is running by verifying the system tray icon appears in the bottom right-hand corner of your computer desktop window next to the Windows PC clock.

6b Activate the HandPunch 1000 to PC Communications

2. To enable the HP1000, you must right click on the System Tray and select **System Utilities** from the menu by left clicking one time on the item.

3. Enter the Administrative password you created during the installation and setup process into the password field.

6c Activate the HandPunch 1000 to PC Communications

4. Select the second tab labeled **Biometrics** in the **Systems Utilities** screen.

5. Place a check in the Enable Attendance Rx Biometric Functionality box by left clicking one time in the check box field.

6. Under the text Install Biometrics Device, left click one time on the drop down menu and select the IR HandPunch 1000 (DEV-2).

7. Select **YES** on the **Enable Terminal Manager** window to start the Terminal Manager automatically.

8. Close the **Systems Utilites** window by left clicking one time on the **Close** button.

7a Enrolling Employee for Punch Confirmation

NOTE
Employees must have a PIN assigned before enrolling.
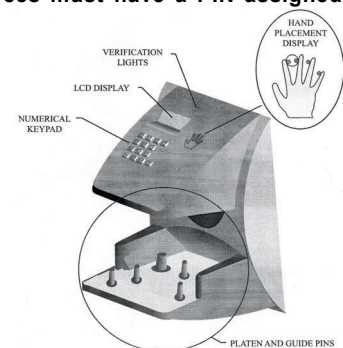
1. From your desktop open the Attendance Rx Administrator by double clicking on the desktop icon labeled Administrator.
2. Enter your password in the space provided.
3. Left click one time on the **Employee** button located on the **Navigation Bar** to the left.
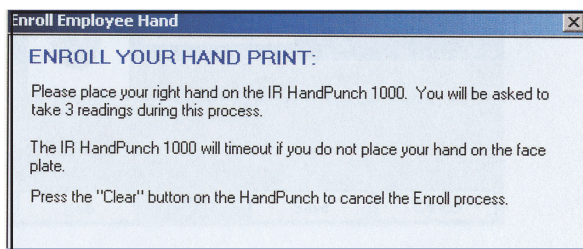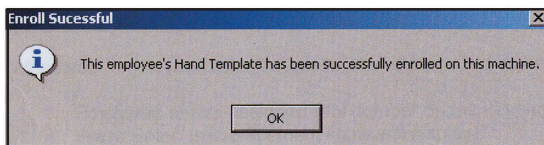
7b Enrolling Employee for Punch Confirmation

4. Select an employee record from the list by left clicking one time on the **Last Name** field.
5. Left click one time on the **Enroll Hand** button at the bottom of the screen.
6. Left click one time on the **Enroll Employee** button.
7. Select **Yes** to the message **Enroll for PIN** and the employee PIN displayed.
8. Message about enrolling your handprint will display. Follow the on-screen instructions placing the employee's hand in the hand punch 3 times.

Enroll Employee Hand

ENROLL YOUR HAND PRINT:

Please place your right hand on the IR HandPunch 1000. You will be asked to take 3 readings during this process.

The IR HandPunch 1000 will timeout if you do not place your hand on the face plate.

Press the "Clear" button on the HandPunch to cancel the Enroll process.

7c Enrolling Employee for Punch Confirmation

Successful enrollment of hand will display:

Enroll Sucessful

This employee's Hand Template has been successfully enrolled on this machine.

OK

9. Select **OK.**
10. Select **Save** on the employee Hand Punch window.

Employee Hand Punch

This employee is currently enrolled to Hand Template verification on this machine.

Remove Template

There are no sensitivity settings required for this device.

Help   Save   Cancel

7d Enrolling Employee for Punch Confirmation

⚠ NOTE

Repeat this process as needed to continue enrolling employees. Also perform this process for new hires.

11. After completing this process, select **Save** in the Employee record main window. Employees may begin using the HP1000 immediately after successful enrollment.

For instructions on preparing the HandPunch for wall mounting, routing of wiring, and wiring connections, please refer to the user manual on pages 15-21. Be sure to test and enroll the employees prior to mounting the Handpunch.

8 "How To" for Employees; Using the Handpunch 1000

When your employees have been successfully enrolled in the software and HP1000 they are ready to clock in/out.

1. Employee enters assigned PIN number on the keypad of HP1000.
2. Press **Enter**. (red placement lights will display).
3. Place right hand into the HP1000 as shown on the front panel of the hand punch.
4. A green light will display with a message confirming *Okay* and a Read Score to let the employees know their punch was good. *

* A Read Score reflects how accurately the employee is placing their hand in the HP1000. Score will vary greatly. Scores above 50 indicate incorrect hand placement.

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Trouble Shooting the HP1000

I am trying to enroll my employee's hands and do not see the "Enroll Hand" button on the employee screen.

Check to confirm HP1000 biometric device has been enabled in the software. Please refer to steps 6a, 6b and 6c.

I am trying to enroll my employee's hand in the HP1000 and the following message displays:

"Attendance Rx is unable to communicate with the HandPunch 1000 reader, please make certain the device is properly connected."

Are you using the communications cable and adapter that came with the ATRx Biometric 1000 package? This cable and adapter is specifically wired for PC to HP1000 RS232 communication.

Is the communication cable and adapter secure on the PC serial port and in the back of the HP1000?

Is the power transformer for the HP1000 plugged into a functional wall outlet?

Is the communication cable and adapter attached to a functional PC serial port?

*Confirm your PC has available functional serial communication ports. (Contact the manufacturer of your computer equipment for assistance). Many newer PC models come standard with one serial port and many USB ports. Most PC's have an internal modem installed. It is common for a modem to be assigned to a virtual communications port, which may be using the same IRQ as the physical serial communications port you have the HP1000 plugged into. Each serial port has an IRQ (Interrupt Request) value. That value allows a device such as a modem, a printer, a HP1000 to interrupt the processes of your computer to send and receive a signal to perform another task. Your printer uses an IRQ to send a message to the computer to print. When a printer has finished printing, it sends an interrupt signal to the computer that interrupts the computer so that it can decide what process to do next. Multiple signals to the computer using the same interrupt value can cause one or more devices to **NOT** function as expected. To avoid this problem each device must have a unique IRQ.*

Is the HP1000 exposed to excessive airborne dust?

Avoid mounting the Hand punch in direct sunlight or in areas with excessive dust.

⚠ NOTE

❗ Do NOT spray cleaning chemicals directly on HP1000. Use a clean cloth with a light spray of solution to clean the HP1000.

❗ Dramatic weight gain or loss may prevent employee from using the hand punch until he or she is re-enrolled in the software. Please see Steps 7a -7d to Enrolling Employee for Punch Confirmation.

❗ Deep or multiple cuts on hand can cause punch failure.

❗ Foreign objects on hand such as band-aids and or bandages may cause punch failure.