

## Biometric Hand Readers

### Setup

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## Introduction

This manual describes how to setup the readers. There are several methods available to the Hand Reader module.

- **Dispatch Hand Reader Interface.** Example departments include Islip Terrace, This method involves 100% control by the dispatcher. The dispatcher tags the events to allow credit, and also controls when the readers are open.
- **Always Open.** An example department is Bellport.

## Enrolling Users

This describes how to enroll a user. Follow these steps:

1. Select the Member you want to enroll and enter the exact number they will be using in the Key # field, found in the **General** tab, **Department Information** section. Do not use letters or leading zeros but generally, this # should be the same as badge #.
2. Open up the **Hand Reader Setup** system. This is done by pressing the down arrow next to the main tool bar hand reader button. Select the **Setup** choice.
3. Highlight the reader the user will enroll at.
4. Select the User's Key Code from the drop down list.
5. Press the Enroll Button. Have the enrollee follow the prompts. They should have to put in their hand and remove it four times.
6. Press the Add User button. This uploads from the reader the template, and it also pushes the templates out to the readers.
7. Have the enrollee test the ID number.
8. Close setup.

## Miscellaneous Setup Functions

This section covers miscellaneous hand reader setup functions.

- **Personnel Hand Reader.** Select this report, under the Personnel report tab, to print out the personnel hand reader template status. This report also includes the last time the reader palmed in.
- **Attendance Access History** view. This menu choice is found in the hand reader drop down menu. This view shows the palm in history. You can enter a date range and personnel ID number to filter the data.

## Offline Reader

This section describes how to check an offline reader.

## Hyperterminal Test

This test is used for a reader that appears 100% offline, not intermittently. Follow these steps to do a hyperterminal test to verify that the reader is on the network.

1. Start Hyperterminal.
2. Open the Hyperterminal to the reader.
3. Test the port.

## Swapping Out the Reader

Swap out the reader if it continues to show offline. You must use the same IP address, so this will need to be set.