

ATRx Biometric 1000™

BIOMETRIC HANDPUNCH TECHNOLOGY



INSTALLATION GUIDE

Thank you for purchasing ATRx Biometric 1000. This installation guide will help you learn how to connect the handpunch reader, enable biometrics in the software and enroll employee hands in the system.

Package Contents:

- ATRx Biometric Enabled™ software
- HandPunch 1000
- Communication Cable
- Power Transformer
- Installation Guide

Minimum System Requirements:

HARDWARE:

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

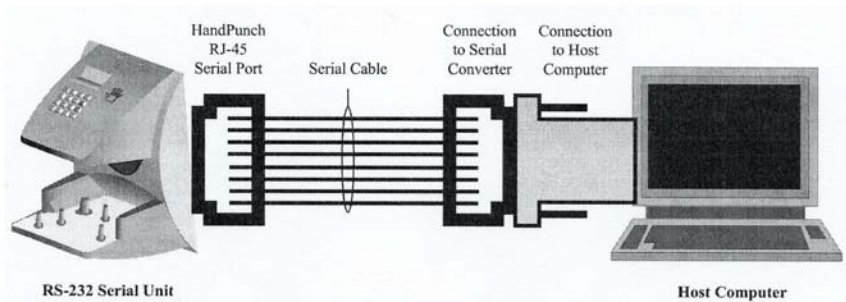
SOFTWARE:

Windows 2000 Professional
Windows XP Professional
Windows XP Home
Windows 2003 Server



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 HandPunch 1000 manual on pages 15-21. Be sure to enroll and test the employees prior to mounting the Handpunch.



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.

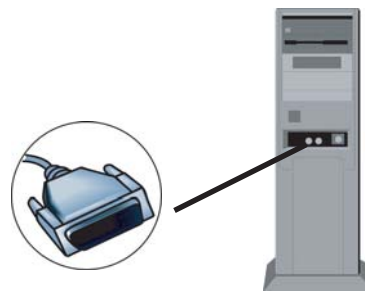


B. Go to <http://www.acroprintstore.com/downloads/manuals/atrxmanual.pdf> to download a complete manual from our website. The user manual is offered in PDF format, which requires Adobe Acrobat Reader to view.

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.

Install and Setup ATRx Software

If you have completed pages 2 and 3, please restart your PC before loading 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.



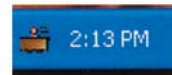
NOTE

Please write down your administrative password and store in a safe place. You will be prompted to enter the password when you activate the HandPunch 1000 to the PC.

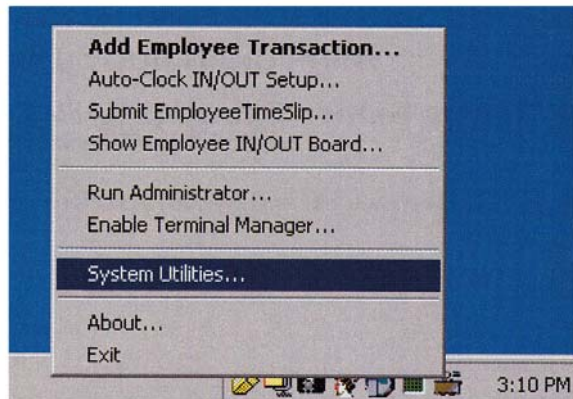
Activate the HandPunch 1000 to PC Communications



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 near the Windows PC clock.



2. To enable the HP1000, you must right click on the Attendance Rx icon in 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.

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. Click the “Autodetect Device” button.
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.

Enrolling Employee for Punch Confirmation



NOTE

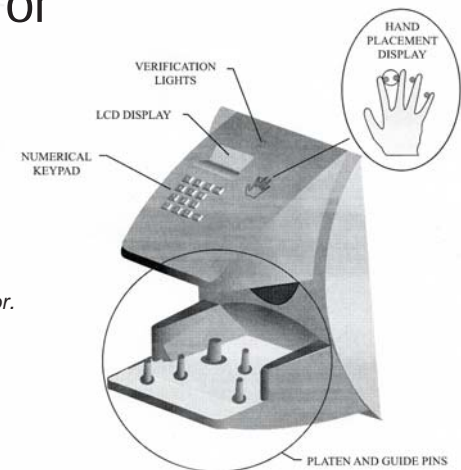
Employees must have a PIN assigned before enrolling.



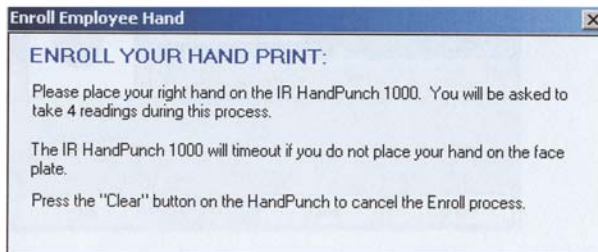
NOTE

The first enrollment on the HandPunch is by default, the HandPunch Administrator.

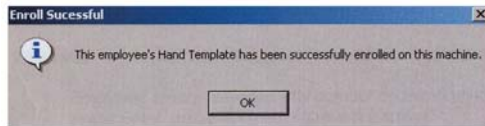
1. From your desktop open the Attendance Rx Administrator by double clicking on the desktop icon labeled Administrator.
2. Enter your password in the space provided.
3. Left click one time on the **Employee** button located on the **Navigation Bar** to the left.



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 4 times.



Successful enrollment of hand will display:



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



NOTE

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

Employees Instructions For 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.

Trouble Shooting

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 the Activate the HandPunch 1000 to PC communications section.

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.*

Trouble Shooting

Is the HP1000 exposed to excessive airborne dust?

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

- ! 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 the **Enrolling Employee for Punch Confirmation** section.

- ! 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.

Additional Questions

Please contact Acroprint's Technical Support Department.

OnLine

www.acroprint.com

Go to the Acroprint website to find answers to Frequently Asked Questions (FAQS). Simply click on the support button on the left menu.

Phone

1-800-334-7190
option 4

Call Acroprint and choose option four. Please provide your contact name, phone number and your question. You will be contacted by a Support Technician in the order your ticket is received.

Fax

919-872-5967

Fax Acroprint your question to the number provided. Please provide your contact name, phone number and your question. You will be contacted by a Support Technician in the order your fax is received.

Email

supportdept@acroprint.com

Email Acroprint your question. Please provide your contact name, phone number and your question. You will be contacted by a Support Technician in the order your email is received.

NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures: Reorient or relocate the receiving antenna; Increase the separation between the equipment and receiver; Connect the equipment into an outlet on a circuit different from that to which the receiver is connected; Consult the dealer or an experienced radio/TV technician for help.

PN: 00-0000-000 Rev. C