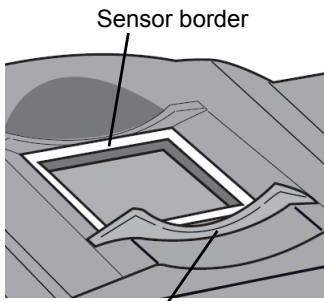


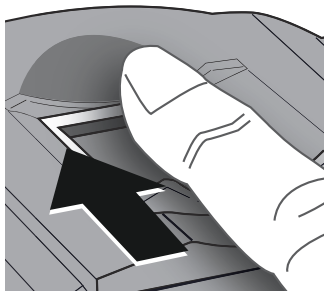


InTouch Biometric Identification Quick Reference Guide

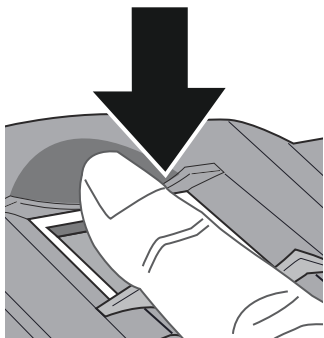


Sensor border

Ridge-lock



Lock



Drop and Hold

Managers: It is recommended that you first view the biometric enrollment tutorial video, and then enroll a small group of employees to familiarize yourself with the process. Keep future enrollment groups as small as practical. Before you attempt *employee* enrollments, practice the lock, drop, and hold method by re-enrolling several times, and observing how finger placement, pressure, and moisture affect the scan results. To enroll an employee, tap **Enroll Employee**, swipe the employee's badge (or enter the badge ID), and tap **Enter**. The Biometric Enrollment Wizard guides employees through the enrollment process.

Step 1: Select Finger to Enroll

Step 2: Capture Fingerscan

Lock: Slide your finger along the ridge-lock, *without* touching the sensor, until the first knuckle rests on the ridge-lock. If your finger is small, slide your first knuckle slightly *past* the ridge-lock so that the nail joint crosses the white border of the sensor.

Drop: Drop your finger flat onto the surface of the sensor, with your finger core in the center of the sensor. Apply moderate pressure. Do not rotate or slide your finger after you have placed it on the sensor.

Hold: Hold your finger on the sensor until the LED flashes, and then promptly remove it.

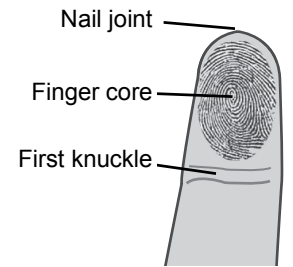
Result	Action
Good Enrollment	Go to Step 3: Confirm Fingerscan.
Fair Enrollment <i>or</i> Poor Enrollment <i>or</i> Failure	Tap one of the following: Change Finger —Go to Step 1: Select Finger to Enroll. Retry —Go to Step 2: Capture Fingerscan. Accept Best —Go to Step 3: Confirm Fingerscan.

Step 3: Confirm Fingerscan

Re-scan the same finger that you used in **Step 2: Capture Fingerscan**. The device compares the previously captured fingerscan image (or template) with your current *live* fingerscan.



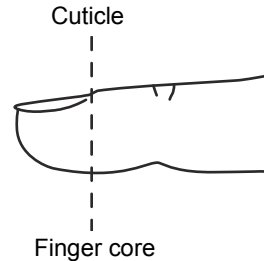
Enroll Employee



Nail joint

Finger core

First knuckle



Cuticle

Finger core

Troubleshooting

Result	Possible causes	Notes
 Quality is poor ✗ Quality Score: 38 ✓ Content Score: 97 ✓ Core Placement: Good ✓ Threshold: High	Your finger is too dry. You are not applying enough pressure on the sensor.	Fingerscan quality can vary by finger. Attempt to enroll an alternate finger.
 Content is poor ✓ Quality Score: 67 ✗ Content Score: 6 ✓ Core Placement: Good ✓ Threshold: High	Your finger is too moist. You are applying too much pressure on the sensor. Your finger is not clean. The sensor is not clean.	Fingerscan content can vary by finger. Attempt to enroll an alternate finger.
 move finger up and right ✓ Quality Score: 67 ✓ Content Score: 97 ✗ Core Placement: Poor ✓ Threshold: High	Your finger core is not centered on the sensor. Follow the on-screen instructions for repositioning your finger.	The circular target indicates where the finger core should be placed on the sensor (it is always in the same position). The plus sign (or core locator) indicates where the finger core was actually placed on the sensor. If the sign is green, the Core Placement is Good; if it is red, the Core Placement is Poor.
The core of your finger was not detected Make sure you place your finger on the sensor using the lock, drop and hold method	Your finger core is completely outside the borders of the sensor. Your finger is not touching the sensor border. Your finger ridges are worn, scarred, or do not have enough details for biometric identification.	In the following illustrations, the finger core is identified by a green dot: 