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# Fingerprint Readers

Easy Time Clock Compatible

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There are two inexpensive consumer grade fingerprint readers: (1) Microsoft, and (2) APC.



## 1. APC Biometric Password Manager

Scanner to read fingerprint-No LED light  
Create up to 20 APC users  
Option Windows user or APC user  
Users use the same desktop  
Compatible with Windows 98SE, ME, 2000 and XP

## 2. Microsoft Fingerprint Reader

Red LED light to scan fingerprint  
Create Windows Users for each Employee  
No limit to number of users  
Each User switches to a new desktop  
Compatible Windows XP only

### Three Main Differences:

1. The **Microsoft** unit uses a bright red LED just like an infrared mouse (only this one is pointing up unlike a mouse that points at the desk), whereas the **APC** unit doesn't use any light at all.
2. The **Microsoft** unit requires you to create a different Windows users for each employee and would seem to have no limit to the number of users, whereas the **APC** unit gives you the option of using either a Windows user or an **APC** user and says you can create 20 users. With a Windows user, the computer switches to a new desktop for each employee, with an **APC** user, all the employees can use the same desktop to clock in and out.
3. The **Microsoft** unit is only compatible with Windows XP, whereas the APC unit is compatible with Windows 98SE, ME, 2000, and XP.

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## How To Setup The Microsoft Fingerprint Reader



1. Install the software **before** plugging in the reader
2. After installing the software, plug in the fingerprint reader as instructed
3. Reboot computer and log in as user to register user's fingerprint.
4. Create Windows users and register the finger prints (the register wizard will automatically start the first time you login a new Windows user)
5. Create Fingerprint Log ons
6. Remember the passwords (Only the Admin knows the password)

## Creating Fingerprint Logons

1. Open the Easy Time Clock web site and go to the **Company Style Login** page (the one with your Company Login, Employee Login, and Employee Password.)
2. Have the employee put their finger on the reader
3. The Create Fingerprint Logon dialog box will appear
4. Click on the Choose Field... button
5. With the Choose Fields dialog box, select Company Name, Employee Password, and Employee Name and click the Done button( you can select more fields if you would like the fingerprint reader to change them during login)
6. Enter the Company Name, Employee Password, and Employee Name ( and any other fields you selected above) and click the OK button. (The employee will not know the password)

## Using The Fingerprint Reader

1. If you need to switch users, touch the fingerprint reader while no other programs are active and you will automatically be switched to that Windows user
2. Open your browser to your time clock login screen-A shortcut can be on the desktop
3. The employee can press their finger on the reader and will be logged in
4. Once they are logged into the time clock, they can do everything just like normal

Follow the cleaning instructions carefully. Scotch Tape is the easiest way to clean the reader.

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## How To Setup The APC Fingerprint Reader

1. Plug in the fingerprint reader and install the software as instructed
2. Create users
3. Remember the time clock password for each user. (Only the Admin knows the passwords)

## Create Users

1. Open the OmniPass Control Center program, go to the User Management tab in Manage Users and click the Add New User button
2. Select either an existing Windows user or create new user for OmniPass only user (Use the Windows users to switch desktops and the OmniPass users to use the same desktop)
3. Enter a user name and password (when using the user name, you can use the password or a fingerprint)
4. Click on the finger that is being scanned. Scan the fingerprint. Capture as many finger prints as you want (one is fine, but two will keep you going if they have a band aide on their regular finger)
5. Review the audio setup for this user and click on the Done button
6. Click on Yes to the log on new user question

## Remember The Time Clock Password For Each Use

1. Open the Easy Time Clock web site and go to the Company Style login page (the one with your Company Login, Employee Login, and Employee Password)
2. Type in all your login information
3. You may get a pop-up telling you that you can remember this password or you can right-click on the key and select Remember Password
4. Click on the web site with the key cursor

5. Click on the Finish button on the OmniPass – Friendly Name dialog box

### **Using The Fingerprint Reader**

1. If you need to switch users, touch the fingerprint reader while no other programs are active and an OmniPass – Switch User dialog box will come up to allow you to use your fingerprint to switch users.
2. Log into the time clock without switching users, open the browser to the time clock employee list login screen. Select their the employee's name from the employee list login screen and use their fingerprint to login into their time card. The employee will then need to click on the clock in or out button to record the time.
3. Once the correct user is active, open your browser to your time clock login
4. An OmniPass – Validate User dialog box will appear
5. The employee can use their fingerprint to login
6. The employee will be logged into their employee's time card to clock in or out.