

T- P1000 HandSwipe guide

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Initial Setting

The T-P1000 HandSwipe package consists of a HandSwipe terminal connected to a communication unit. There are no user settings or controls in the HandSwipe, all parameters are set from the PC or in the control modes accessed by the keypad. Only supervisors have the clearance to enter the control modes, for proper operation you should always have at least **two supervisors** and **two employees** entered in the system.

The HandSwipe is delivered with the correct basic settings to communicate with the comms unit supplied.

To start using the HandSwipe, connect the mains lead to a 240 volt supply, the display will scroll through its reset message and will finish showing

**-ENTER ID -
CURRENT TIME and DATE**

First you must set a supervisor, your engineers could be set as supervisors so they can access the system when needed without relying on the company's supervisors being on site.

When there is nobody is enrolled on the HandSwipe the first person to be enrolled is a supervisor.

To enrol the first supervisor press **Clear** followed by **Enter** in quick succession, the display will show

ENTER PASSWORD

Press **4** followed by **ENTER**, the display will show

**ADD EMPLOYEE
* NO YES #**

Press **NO** the display will show

**ADD SUPERVISOR
* NO YES #**

Press **YES** the display will show

ID#?

Type the pin number you want the supervisor to use (normally in the range 1 to 9999) followed by **ENTER** and follow the display instructions to enrol the supervisor.

It is a good idea to enrol at least one other person at this time, if you only have one person enrolled and they get 'locked out' you will not be able to 'unlock' them, so add a second supervisor (or an employee) now.

Programming the HandSwipe

Basic Command Mode Structure

Service Menu	Setup Menu	Management Menu	Enrolment Menu	Special Menu
Password 1	Password 2	Password 3	Password 4	Password 5
Calibrate	Set Language	List Users	Add Employee	Special Enroll
Status Display	Set Date Format	Set User Data	Add Supervisor	
	Set Time & Date		Remove User	
	Set Address			
	Set ID Length			
	Set Serial			
	Upgrade			

Each menu has a password, which is requested as a part of the process for accessing each menu. The default menu passwords are shown in the table above.

Authority Level

All users are assigned an Authority Levels. Authority Levels control whether or not a user may access command menus.

Level 0 is assigned to users who do not need access to any of the command menus.
Level 5 is assigned to supervisors who need access to all command menus.

The HandSwipe automatically assigns Authority Level 0 to users enrolled by the Add Employee command. Authority Level 5 is automatically assigned to users enrolled by the Add Supervisor command.

NOTE

*The first person enrolled should be enrolled using the Add Supervisor command. This protects the integrity of the system. **Time-Precision** strongly recommends enrolling at least two users as supervisors to ensure that more than one person has the authority to access all menus and all commands.*

Service Menu (Password 1)

The Service menu commands provide information that will help you determine if the HandSwipe is performing within normal operating parameters.

Navigating the Service Menu

Enter the appropriate password (1) to enter the Service command menu. There are three options available for navigating the command menu system.

Press **#** to enter the command shown on the display.

Press ***** to step to the next command in the menu.

Press **CLEAR** to exit the command menu (pressing any numeric key also exits).

Service Commands

There are two commands available from the Service command menu.

Calibrate

Status Display

Service Menu
Password = 1
Calibrate
Recal (Y/N)
Status Display
On/Off (Y/N)

The Calibrate command displays the HandSwipe's exposure values, allowing you to verify these values are within normal operating parameters. The normal operating parameters are shown below.

Normal Operating Parameters

Parameter	Normal Range
Row "r"	0 +/- 2
Column "c"	0 +/- 2
Exposure "e"	100 +/- 10

Status Display

The status display command is not used with the T-P1000 HandSwipe it should always be set to **OFF**.

Setup Menu (Password 2)

The Setup menu commands allow you to set the basic operating parameters for the HandSwipe.

Navigating the Setup Menu

Enter the appropriate password (2) to enter the Service command menu. There are three options available for navigating the command menu system.

Press # to enter the command shown on the display.

Press * to step to the next command in the menu.

Press **CLEAR** to exit the command menu (pressing any numeric key also exits).

Setup Commands

There are seven commands available from the Setup command menu.

Set Language	Set Date Format	Set Date and Time	Set Address
Set ID Length	Set Serial	Upgrade	

Setup Menu
Password = 2
Set Language
Select Language
Set Date Format
Select Date Format
Set Time and Date
Month (MM)
Day (DD)
Year (YY)
Hour (HH)
Minute (MM)
Set Address
New Address
Set ID Length
New ID Length
Set T & A Mode
Set Serial
RS-232
Select Baud Rate
Upgrade ^a

Set Language

The 'Set Language' sets the language shown on the HandSwipe's display.

Set Date Format

The 'Set Date Format' sets the date format shown on the HandSwipe's display

Set Time and Date

'Set Time and Date' sets the HandSwipe's time and date. **This should not be used, the communication unit controls the time and date, always set the time and date from the PC.**

Set Address

'Set Address' sets the communication address of the HandSwipe. **It is always set to 1.**

Set ID Length

Set ID Length command allows you to reduce the number of keystrokes required to enter the ID number by eliminating the use of the **ENTER** key.

Once the ID Length is set, the HandSwipe will automatically accept an ID number entry once the correct number of characters have been entered. Leading zeros are not counted. If you set ID length to 3 the lowest number you could use is 100.

Set Serial

Set Serial should always be set to **RS 232** and **9600 baud**, these are the default values and should **never be changed**.

Upgrade

If you need to increase the HandSwipes employee capacity you will need to have a code number from your supplier to enter here. Capacity may be increased from the standard 50 to 100 and 500 employees.

Management Menu (Password 3)

The Management menu commands allow you check and set user data in the HandSwipe.

Navigating the Management Menu

Enter the appropriate password (3) to enter the Management command menu. There are three options available for navigating the Management menu system.

List Users – List the users authorized to use a HandSwipe

Set User Data – Set a user's reject threshold (adjusting the sensitivity applied when a HandSwipe reads a hand)

List Users

This shows how many uses are enrolled and their number

Set User Data

This allows you to adjust an employee's reject threshold; the lower the figure the more sensitive (quicker to reject) the read of a hand. The normal reject threshold is 100, and when clocking the score is shown before the name on the display - normally less than 50. If an employee can clock for another, check the score that the employee makes when clocking the wrong number, it should be well above 50. Then check the score for the correct employee clocking the correct number, it should be less than 50. The correct employee's threshold should be set so that it will accept their hand but not any incorrect one.

Enrolment Menu (Password 4)

The Enrolment menu commands allow you to enroll or remove supervisors and employees.

Navigating the Enrolment Menu

Enter the appropriate password(4) to enter the Enrolment menu. There are three options available for navigating the Enrolment menu system.

Press **#** to enter the command shown on the display.

Press ***** to step to the next command in the menu.

Press **CLEAR** to exit the command menu (pressing any numeric key also exits).

Enrollment Commands

There are three commands available in the Enrolment menu.

Add employee Add supervisor Remove user

Add employee

Add supervisor

Remove user

Left Hand Enrolment

Some right hands cannot be used in the HandSwipe to disabilities such as missing fingers. You can enrol a user with the left hand facing palm side up. The techniques for left hand enrolment are the same as for standard enrolment. The user should keep the back of the hand flat against the platen and move the fingers against the web pin and the finger pins in the same manner as in standard enrolment. Users enrolled with the left hand must always verify with the left hand

If Employees and Supervisors are Enrolled in the HandSwipe

To enter the command menu, press the **CLEAR** and **ENTER** simultaneously (within approximately 0.5 seconds). The display appears as follows.

-ENTER ID

Enter your ID number on the keypad and press **ENTER**

Place your hand on the platen for verification. If verification is not successful or if your Authority does not authorize you to enter supervisor mode, the HandSwipe sounds a double-beep and the display returns to its initial state.

**-ENTER ID -
CURRENT TIME and DATE**

If verification is successful, the display appears as follows.

ENTER PASSWORD

Enter the password for the menu you wish to enter.

Press **ENTER**

The initial screen for the entered menu appears, you can now navigate the menu to perform the required operation.

Special Menu (Password 5)

If some employees cannot enrol in the normal method because illness or disability make it difficult to use the HandSwipe in the normal way, the **Special Menu** enrol may be used.

This type of enrolment and clocking does not use a hand reading, it only uses the PIN number.

Navigating the Special Menu

Enter the appropriate password (5) to enter the Special menu. There is only option available in the Special menu system.

Press **#** to enter the command shown on the display.

Press ***** to step to the next command in the menu.

Press **CLEAR** to exit the command menu (pressing any numeric key also exits).

Special Commands

Special Enroll

Cleaning the HandSwipe

Inspect and clean the HandSwipe regularly to maintain optimum performance. Clean the platen, side mirror, reflector, and the window above the platen using a clean cloth dampened with ordinary, non-abrasive window cleaner. Start at the rear corners of the platen and work your way forward.

DO NOT SPRAY CLEANING FLUID DIRECTLY INTO OR ON THE HANDSWIPE.

User Score

Periodically check users' scores. Scores should average under 50. Occasionally a user will score above 50. This is not necessarily an indication of poor performance. If a number of scores average over 50, clean the HandSwipe and check scores again. If scores remain high, or if users are experiencing frequent rejections run the Calibration command.