



# Biometric Scanner Setup, Configuration & Usage

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# Enable Biometric Scanner

1. From within the POS, choose Actions – Settings – Settings – Other Settings
  - Make sure the logged in user has adequate permission levels for adjusting settings.
2. Check the checkbox for “Use Biometric Reader”.
3. From the dropdown, choose the type of biometric reader that is to be utilized.
  - “Touchpoint” is for the HP RP9. “Digital Persona” is for other machines.
4. Choose the “Save” button
  - The POS will now be closed and ready to be used with the biometric scanner

pos | SETTINGS

Receipt Settings | Scanner Settings | Display Settings | Register Settings | **Other Settings** | Custom Actions

Credit Cards | Loyalty Settings | Recon Settings | Integrations | Remote Settings

**General Settings**

- Print Chit On Clock In/Out
- Detailed Logging
- Reg Z Is Blind
- Disable Timeclock
- Reg Z Show Department Groups
- Force Timeclock Before Using POS
- Reg Z Force Close Suspend Sale
- Force Auth On All Timeclock Entries
- Use Biometric Reader **Digital Persona**

Verify Checks: **None**

House Acct Vendor: **None**

Print House Acct Invoices: **None**

# of House Acct Receipts: 1

Tare Weights:

# Days to Keep Live Rcpts: 3 # Days to Keep Archive: 30

Onscreen Keyboard Path: C:\Program Files\Common Files\Microso

**Corporate Settings**

- Enable Corporate Integration [Update Exporter INI](#)
- Corporate IP:
- Store IP: 1.2.3.4

**Coupon Tenders** [Manage Tender Mapping](#)

Scanned Store Coupon Tender ID: 600

Scanned Manuf Coupon Tender ID: 500

**Gift Card Settings**

- Gift Card Server:
- Gift Card Uses SSL
- Allow Manual Gift Card Entry  Print GC On Receipt Printer

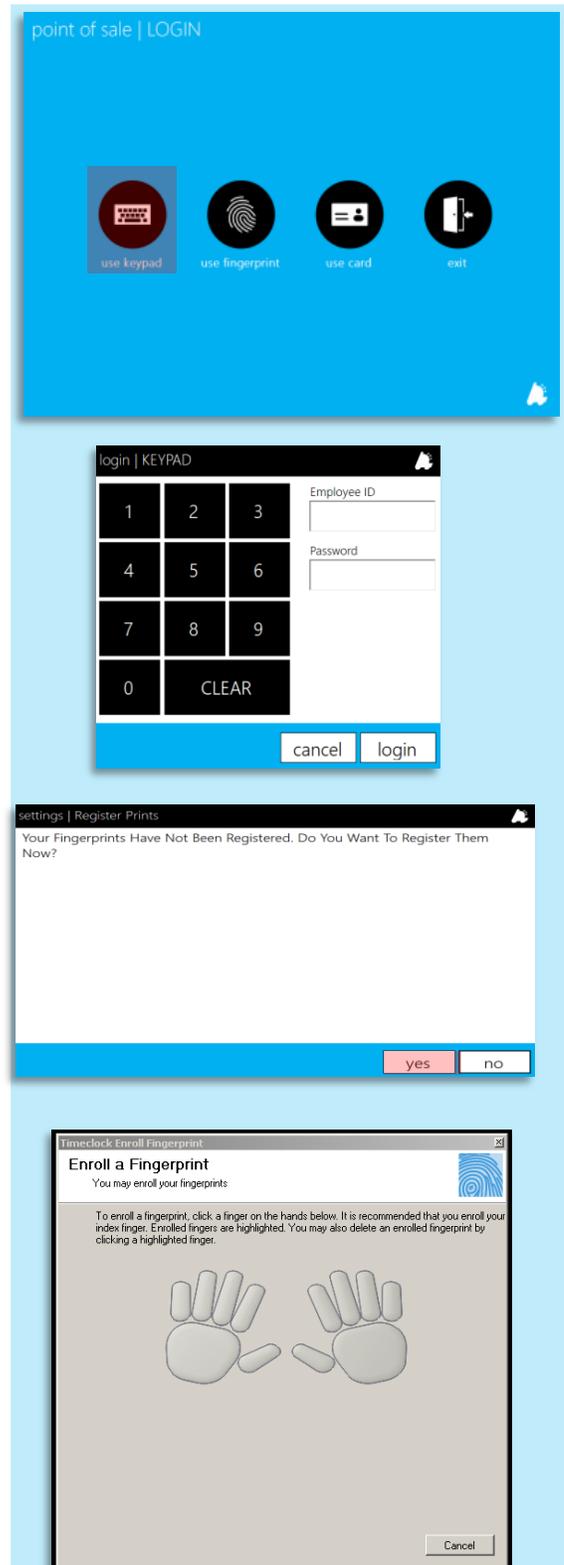
Cancel Save



## Print Registration

After enabling the biometric scanner, when opening the POS for the first time and logging in using an employee number, you will be prompted to register your fingerprints.

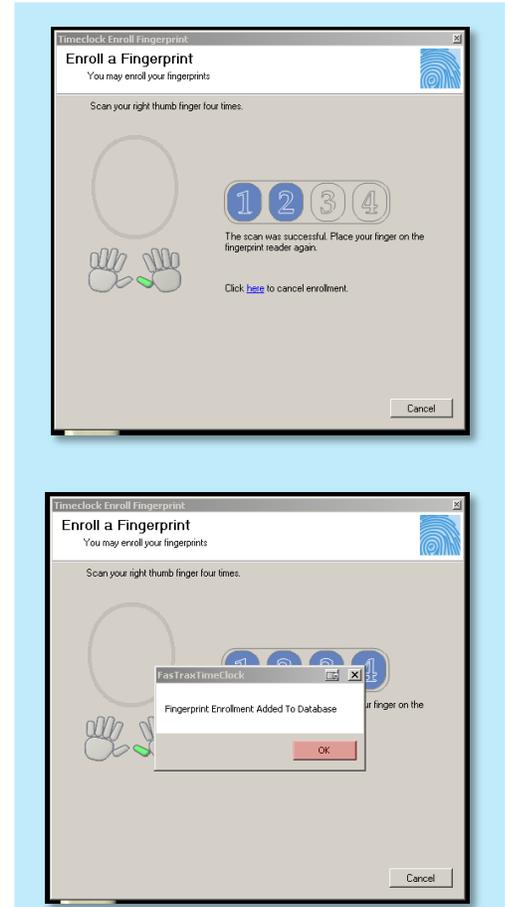
1. Open the POS and choose "use keypad".
2. Choose "Login"
3. You will then be prompted to register your print.
4. Choose "Yes"
5. Choose the applicable digit this employee will use.





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6. After choosing the applicable digit, you will be prompted to scan the digit 4 times.
  - This requires the employee to place, lift and place the same digit 4 times.
  
7. After successfully scanning 4 times, you will be notified that the fingerprint has been added to the database.
  
8. Choose "OK"



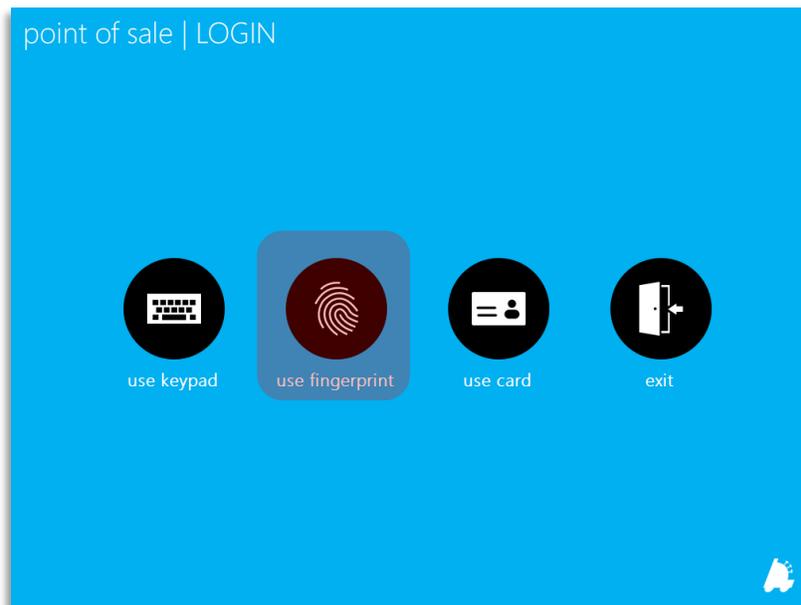
If employees choose to "Cancel" the fingerprint scan utility and instead manually enter their cashier number and password for clock in/out, the Timeclock Report available via FasTrax Director will show as a "Manual" entry.



## Biometric POS Login

After prints have been registered via the Timeclock configuration, the biometric readers can also be used to log into the POS.

1. From the log in screen of the POS, choose the applicable “use fingerprint” button



2. This will open the **Fastrax FingerPrint Reader** entry window.
3. Scan the same registered digit.
4. POS will successfully log in.

This only applies to POS log on/in.  
POS log out/off is still performed by choosing the number “9” and pressing the Log In/Out button.





## Resetting Employee Biometric Data

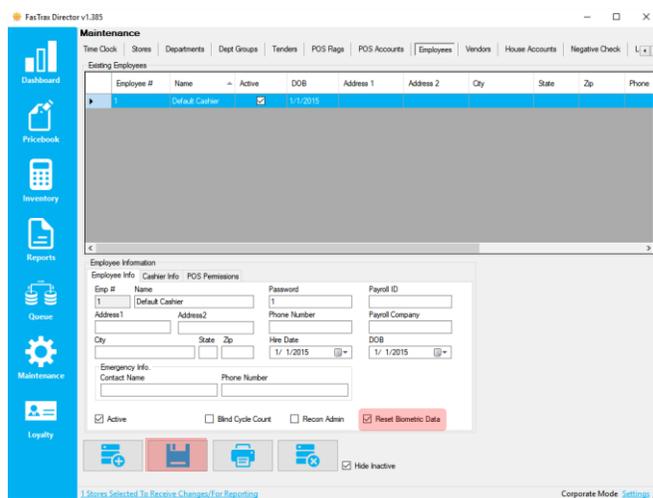
Employee Biometric data can be reset via the FasTrax Director.

If a Corporate setup is being utilized, the employee reset should be performed here, saved and sent to stores via the FasTrax Queue.

1. Open and log into Fastrax Director.
2. Choose the **Maintenance** module.



3. Choose the "Employee" tab.
4. Highlight the applicable employee from the employee list.
5. Check to "Reset Biometric Data".
6. Choose "Save".



If this is performed from Corporate, choose the **Queue** module and send new employee records.