

Fingerprint Reader Set Up

Summary:

Fingerprint Reader set up

Problem / Goal:

How-to Setup and Install your USB Fingerprint Reader

Solution:

USB Fingerprint (BIO) Reader Setup Guide

This document covers the following for setting up (enrolling) User and Employee fingerprints for use with the Fingerprint Reader and TimeClock application

Pre-setup Requirements

The following should be completed before setting up the USB Fingerprint Reader:

- ▶ Install the TimeClock program
- ▶ Install the Device Driver for the USB Fingerprint Reader
- ▶ USB Fingerprint Reader should be connected

Download the Device Driver (Driver v7.1)

Open your web browser and go to the following webpage: <http://www.secugen.com/download/drivers.htm>

[Driver v7.1 \(x86, 32 bit\) \(ZIP, 2.0 MB\)](#)

[Driver v7.1 \(x64, 64 bit\) \(ZIP, 3.5 MB\)](#)

- If using Windows XP or Windows 7 32-bit - download the 32-bit (2.0MB) file
- If using Windows 7 64-bit - download the 64-bit (3.5MB) file

Note: If you downloaded and installed a different driver from the above website and you're encountering issues in Gradience TimeClock, please see our [troubleshooting article here](#) or type the following in your browser: <http://goo.gl/UIVF9v>

Set up the Fingerprint Reader

1. Connect the Fingerprint Reader to the same computer where the TimeStation is running.
2. From within Gradience Time Clock (management portion), click on **Settings > Global Preferences > Fingerprint Reader**.
3. Then check **Enable Fingerprint Reader** and then click **Save**. You will have to close out of the program and reopen it for that change to take effect.
4. Reopen Gradience Time Clock.
5. Select the first employee who needs to have a fingerprint registered and then click on **Time Clock Access**.
6. On the right side of the screen, under the title **Finger Print**, click on **Add**. A new screen will appear giving you the steps to follow for registering fingerprints.
7. The employees can clock in/out by placing a finger on the Fingerprint reader.
8. Log into the Time Clock and at the login screen, you may log in by fingerprint any time the "Fingerprint Scanner Ready..." message is displaying. The Fingerprint Scanner will become inactive after 90 seconds.

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