# Fingerprint Reader Installation Guide

*You will need a Philips head screwdriver to install*

1. Once you receive your card readers, you will need to inform the support hotline to schedule the setup for your POS stations. TECH SUPPORT HOTLINE#: **877-844-5313**
   a. This will take a few minutes per station and the stations will have to be rebooted several times in the process.
   b. We recommend scheduling this installation for either *after* you close out the system the night before, or at least 30 minutes *before* your store opens. All stations will need to be turned ON regardless of whether the day has been started.
   c. Once the driver software has been installed and the POS updated to use the FP readers, you can then install the hardware.

2. Screw the fingerprint reader to the bottom or top of the station. (We recommend the fingerprint reader be attached to the bottom of wall units for easy reach access for users)



3. Plug the fingerprint reader cord into a USB port on the bottom of the station. (Any available USB port on the station can be utilized.)

4. Next you will need to change each POS user's password to meet the new PCI compliance law that requires passwords to be 11-digits long. Please see the attached instructions on how to change passwords and scan in employee fingerprints.
   a. (This step can be done at your convenience. A manager will need to complete this step and each employee that uses the POS stations must have their fingerprint scanned and password updated)

## Password & Fingerprint Assignment Guide
### *This must be done by a manager*

Why is a new password needed, you ask?
➢ PCI compliance laws now requires that every POS user must have an 11-digit password by January 2, 2017. This password must be changed every 90 days. You will be prompted to change these passwords every 90 days. Fingerprint readers make this change really simple!

Fingerprint readers:
➢ Reduce the time it takes to log-in vs. entering 11-digits
➢ Eliminate the confusion that occurs with the 90-day change of passwords
➢ Protect against fraudulent clock-ins/clock-outs and order voiding
➢ Secure manager access for all password-protected functions, including voids, promos, etc.
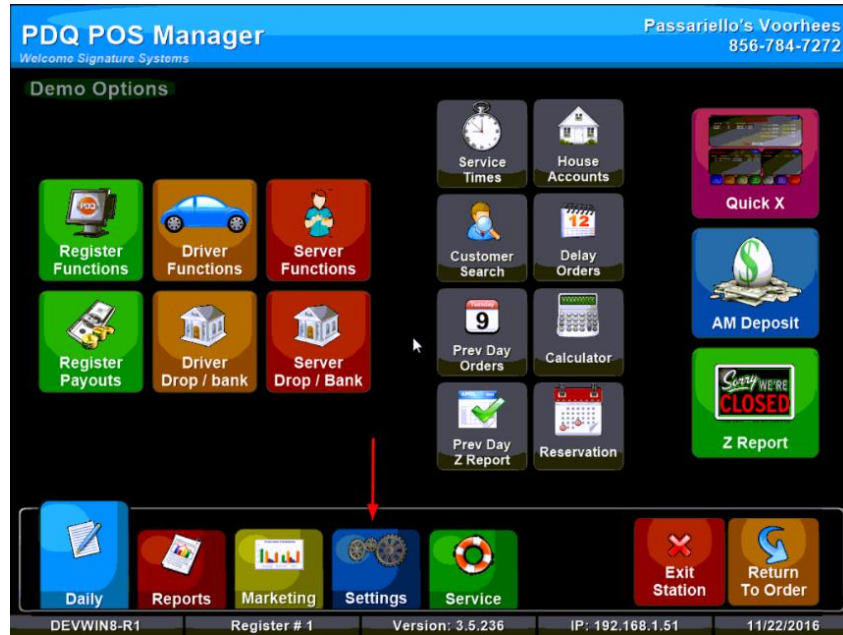
## LET'S GET STARTED…
1. Click the "Manager" button at the top of the screen
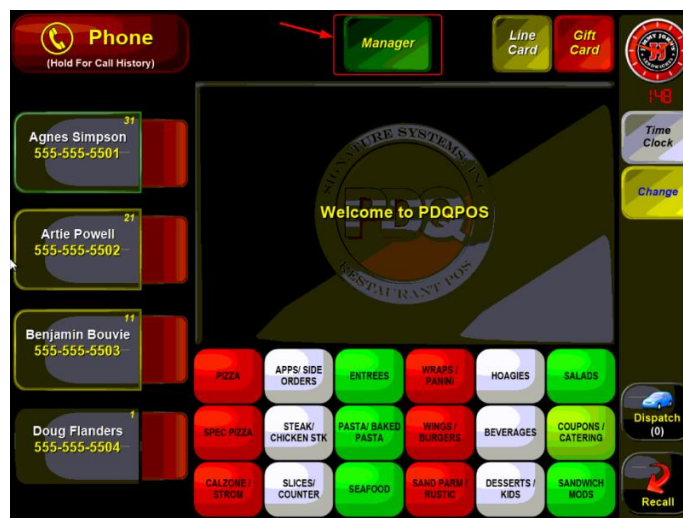
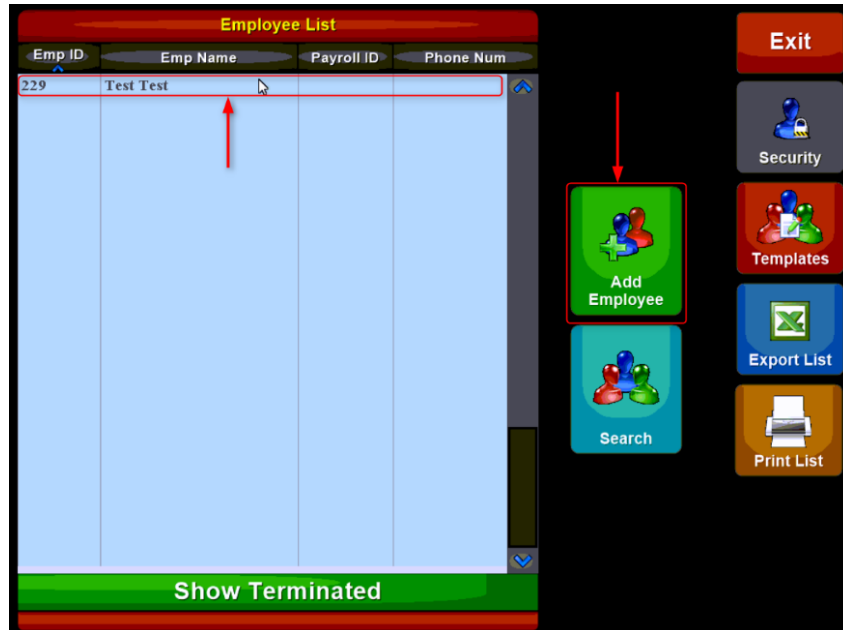2. Click the "Settings" button at the bottom of the screen



3. Click the "Staff Manager" button on the right of the screen

4. Click on the employee's name you are assigning a fingerprint/password to. If the employee is not listed, then click the "add employee" button to add them to the employee list.
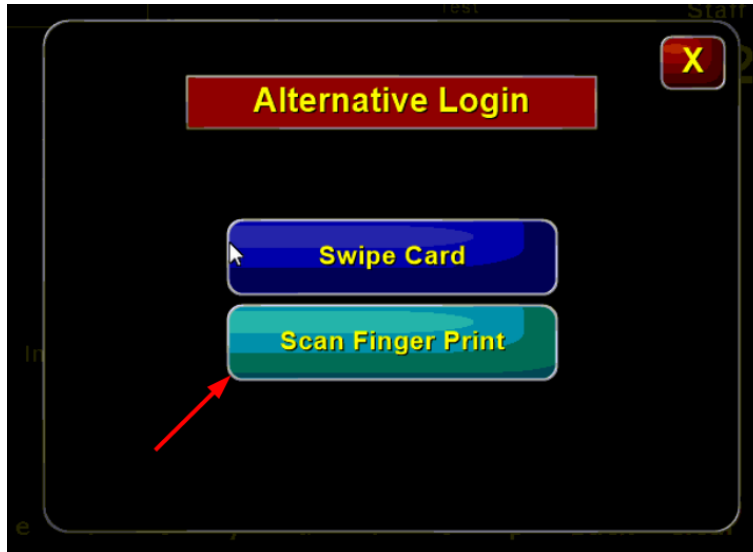


5. When the employee's personal information screen appears, simply click in the "password" field and change the password to meet the 11-digit requirement.
   a. Then click the "ID card and fingerprint" button. (SEE THE CIRCLED AREAS)
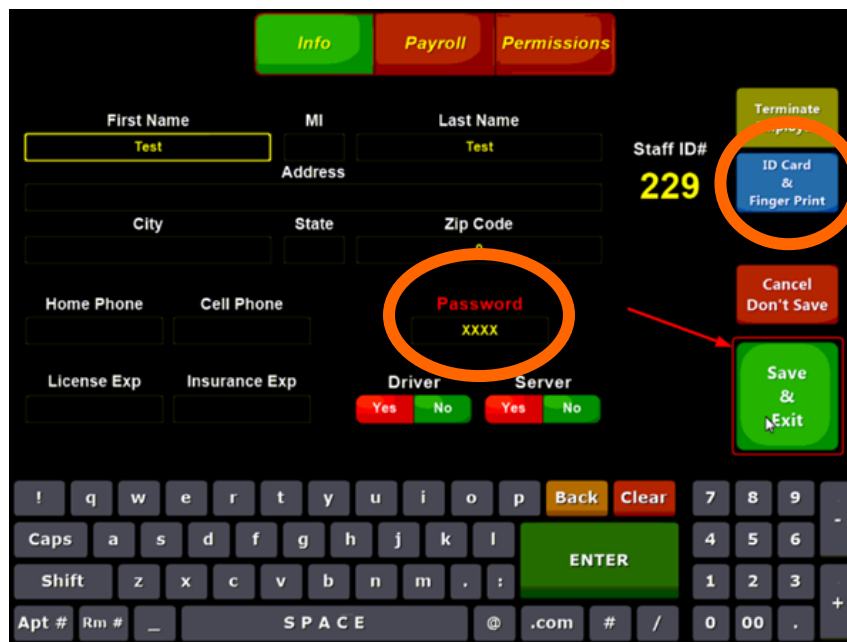
6. Click the "Scan finger print" button. The employee will then be prompted to scan their fingerprint 4 times.



7. Once complete, Click the "Save and Exit" Button and then repeat for each employee