

HANDPUNCH™ 4000

TIME & ATTENDANCE TERMINAL



Full function time & attendance...in the palm of your hand.

- ▶ Provides the most accurate time and attendance solution available
- ▶ Fast and easy to use
- ▶ Complete flexibility through 10 data management keys
- ▶ Eliminates badges
- ▶ Eliminates buddy punching
- ▶ Reduces supervisor workload

The HandPunch 4000 brings the flexibility of a full function time and attendance terminal together with the sophistication of the most accurate identification technology available.

Using RSI's field-proven hand geometry biometric technology, the HandPunch 4000 uses the size and shape of your employee's hand to verify their identity each time they punch. No fingerprints or palm prints are utilized.

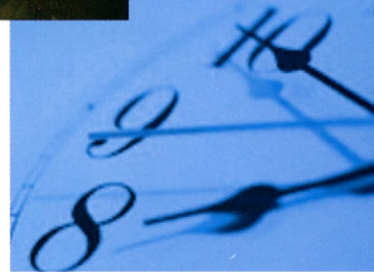
A cost-saving, easy-to-use solution

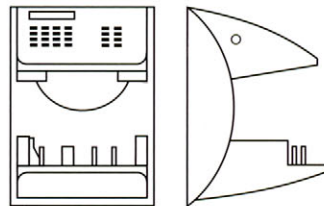
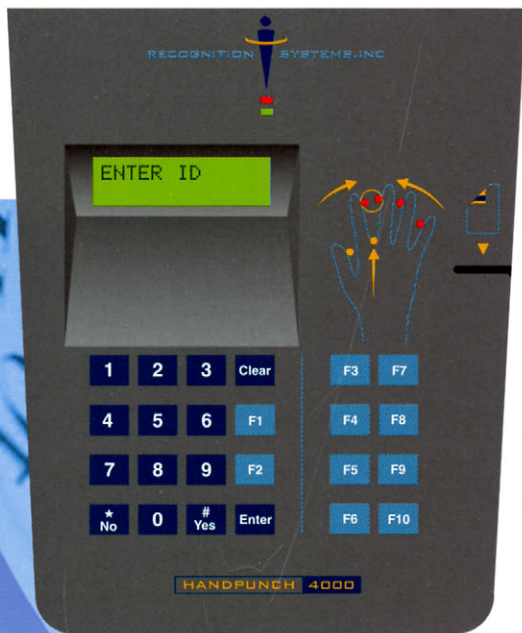
With the HandPunch 4000, your hand is your badge. The cost of creating and administering badges is eliminated along with buddy punching. The system ensures payroll accuracy by simply requiring each employee to be there to punch. The terminal is fast and easy for

anyone to use. An employee's identity is verified in less than one second.

An important HR communication tool

More than a simple time and attendance terminal, the HandPunch 4000 lets you tailor the system to meet your precise needs. The system provides the ability to send messages to employees when they punch. In addition, employees can view up to 24 information fields to find out about their schedule, total hours worked, and more.





10 Programmable Data Management Keys

Ten user-definable data management keys let you collect and/or display data as employees punch. Common data collection uses include department transfers, tips collected, job codes, or pay codes. The keys can also be defined to allow employees to review punches or find out about their schedules, vacation time accumulated, hours worked, and other programmed information. To reduce keystrokes, the keys can also be set to automatically enter data such as a frequently used department number or in/out status. *Other data management key features include:*

- ▶ Employee messaging
- ▶ Review of employee information fields
- ▶ Validation tables to ensure proper data entry
- ▶ Restrict employee access to specific data management keys
- ▶ User defined prompts
- ▶ Multi-level input sequences definable per key
- ▶ Decision menus to minimize keystrokes

SPECIFICATIONS

Part Number HP-4000
Size 8.85 in. (22.3 cm.) wide
 11.65 in. (29.6 cm.) high
 8.55 in. (21.7 cm.) deep

Weight 6 lbs. (2.7 kg)

Power 12-24 VDC
 or 12-24 VAC 50/60 Hz

Verification time Less than 1 second

User Capacity 530 Users standard
 Internally expandable to 3498

Memory Retention Up to 5 years via the standard
 internal lithium battery

Transaction Storage 8190 transactions

ID Number Length 1 to 10 digits

Communications RS-485 (4 wire) Multiple
 terminal networking supported
 RS-232 Serial Printer Support

Baud Rate 300 - 28.8K bps

Data Mgmt. Keys 10 keys, user definable
 Supports:
 Validation tables
 Employee info. fields, 24 max.
 Multi-level prompting
 Key restriction by employee
 Decision Menus
 Punch Review

Employee Messaging 32 characters per message per
 employee

Employee Name 16 characters

Employee Schedules Schedule definable for each
 employee

Bar Code Reader Code 39
 Interleaved 2 of 5

Door Controls Door Lock Output
 Sinks 0-24VDC, 100mA max.
 Door Switch Monitoring
 Bell Ring Output
 Sinks 0-24VDC, 100mA max.

Options
 BB-200 Operational Battery Backup
 MD-500 High Speed Internal Modem
 EN-200 Ethernet Communications Module
 EM-805 Memory Expansion to 3,498 Users
 DC-101P Data Converter (RS232 to RS485)

Schedules by Employee

Employee schedules may be downloaded to the HandPunch 4000 to restrict the times that an employee can punch. This can reduce unauthorized overtime as well as early "in" punches. A separate schedule can be defined for each employee providing the ultimate in flexibility.

Built-in Bar Code Reader

Some installations require the use of a badge. For these situations, the HandPunch 4000 includes an integrated bar code reader that can be used for ID number entry. The swipe-type reader supports the most popular bar code formats and allows for infrared badges.

Communications and Networking

Whether your needs are to network two terminals or thousands, the HandPunch 4000 can be configured to meet your needs. Standard RS-485 communications makes networking terminals easy and reliable. Options include an Ethernet Communications Module and a high speed internal modem for remote sites. Each unit also provides RS-232 serial printer support.

Edit-at-the-Clock Functions

The system allows supervisors to override user restrictions and to input such items as missed punches, planned vacations, sick time, etc. The password-protected mode provides greater supervisor flexibility by lessening the need for computer edits. Audit trails are available to ensure security.

Bell Schedules

The bell schedule lets you program the day, time, and duration of a series of bells. The bells can be programmed to signal the beginning or end of a shift, lunch, or break.

Door Control

The HandPunch 4000 provides the capability to unlock and monitor a door. An employee's individual schedule may be used to restrict access.

Note: Some time and attendance software packages may not have implemented all of these features in their system software. Please check with your system vendor for details.

