HandPunch® 4000

Biometric Time & Attendance Terminal

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

The HandPunch® 4000 Modem brings the flexibility of a full function time and attendance terminal together with the sophistication of the most accurate identification technology available. Using Schlage's field-proven hand geometry biometric technology, the HandPunch 4000 Modem 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 Modem, 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 Modem 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.

14.4K Internal Modem

Recognition Systems HandPunch 1000 Modem comes standard with a 14.4K Internal Modem connecton allowing for quick intergration into your time management systems, applications and existing network infrastructure.

Features and Benefits

- 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

10 Programmable Data Management Keys

Ten user-definable data management keys let you collect and/or display data as employees punch. Common data collection use 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 employeeaccess to specific data management keys
- User defined prompts
- Multi-level input sequence definable per key
- Decision menus to minimize keystrokes

Schedules by Employee

Employee schedules may be downloaded to the HandPunch 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 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 Modem can be configured to meet your needs. Standard RS-485 communications makes networking terminals easy and reliable. Options include an Ethernet Communications Modules and a high speed internal modem for remote sites. Each unit also provides RS-232 serial printer support.

Edit-at-the-Clock Functions

The HandPunch 4000 Modem allows supervisors to override user restrictions and to input such items as missed punches, planned vacations, and sick time at the terminal. The password-protected mode provides greater supervisor flexibility by lessening the need for computer edits. Audit trails documenting the use of these functions are generated 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.

Antimicrobial Protection

Every HandPunch contains a silver based antimicrobial agent which is embedded into the materials used to produce the platen, providing a finish that inhibits the growth of a broad spectrum of bacteria, mold, and fungi and remains active for the life of the HandPunch.

Hand Outline

The HandPunch comes standard with a blue hand outline printed on the platen. This hand outline will help new users place their hand accurately on the platen when using the terminal and decrease initial enrollment time.

Specifications

Part Number	HP-4000 Modem
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 to 24 VDC or 12 to 24 VAC 50-60 Hz, 7 watts
Environment	Operating: 32˚F to 113˚F (0˚C to 45˚C) Relative Humidity: 20% to 80% NC Non-operating (storage): 14˚F to 140˚F (-10˚C t o 60˚C) Relative Humidity: 5% to 85% NC
Verification Time	Less than one second
Memory Retension	Up to 5 years via the standard internal lithium battery.
Transaction Storage	7680 transactions
ID Number Length	1 to 10 digits from keypad or card
User Capacity	530 users with field upgrade up to 3,498 users Memory module upgrade up to 51,516 users
Template Size	9 bytes
Communications	RS485 (4 and 2 wire) RS232 Serial Printer Support or network communications
Baud Rate	300 to 28.8 Kbps
Card Reader Input	Proximity, Wiegand, Magnetic Stripe, Bar Code (5 VDC provided by HandReader)
Card Reader Output	Wiegand, Magnetic Stripe, Bar Code
Data Management Keys	10 keys, user definable Supports: Validation tables Employee information 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 Schedule	Schedules definable for each employee
Internal Barcode 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-250 Operational Battery Backup DC-102 Data Converter (RS-232 to RS-485) EM-805 Memory Expansion - 3,498 users EN-200 Ethernet Communications Module MD-500 Internal 14.4 Baud Dial-up Modem WAR-EXT 1 year extended warranty