

Enrollment Basics

- A high-quality enrollment is key to logging on reliably with a fingerprint scan.
- Most users will be able to enroll in under 2 minutes.
- Instruct users to place their finger flat on the sensor so that it is centered
- Instruct users not to press too hard or too soft.

Enroll Users' Fingerprints

This task is intended for fingerprint registrars to enroll other users' fingerprints. You must be set up as a Registrar at Omnicenter to perform this task. See your system administrator if you are unsure.

1. [FP Registrar or Supervisor] Log on to the cabinet.
2. From the Main Menu, press User Menus.
3. Press Add User Fingerprint.
4. Have the user to be enrolled log on with their User ID and password.
5. Review the on-screen instructions and video with the user to be enrolled, then press Next.
6. Have the user place their right index finger on the sensor and follow the prompts. For best results, advise the user to press, then lift their finger. Two quality scans are required to move on to enrollment. See screen 1.
7. Have the user place the requested finger on the sensor and follow the on-screen prompts. Four scans are required for enrollment. See screen 2.

8. Press Next to acknowledge enrollment scans. To save and complete enrollment, you must continue to the next screen.
9. Continue with enrollment of the user's alternate finger (recommended) or press Finish to save and complete enrollment of the user's primary finger.
10. Acknowledge final enrollment confirmation. Press Finish to save enrollments. See screen 3.

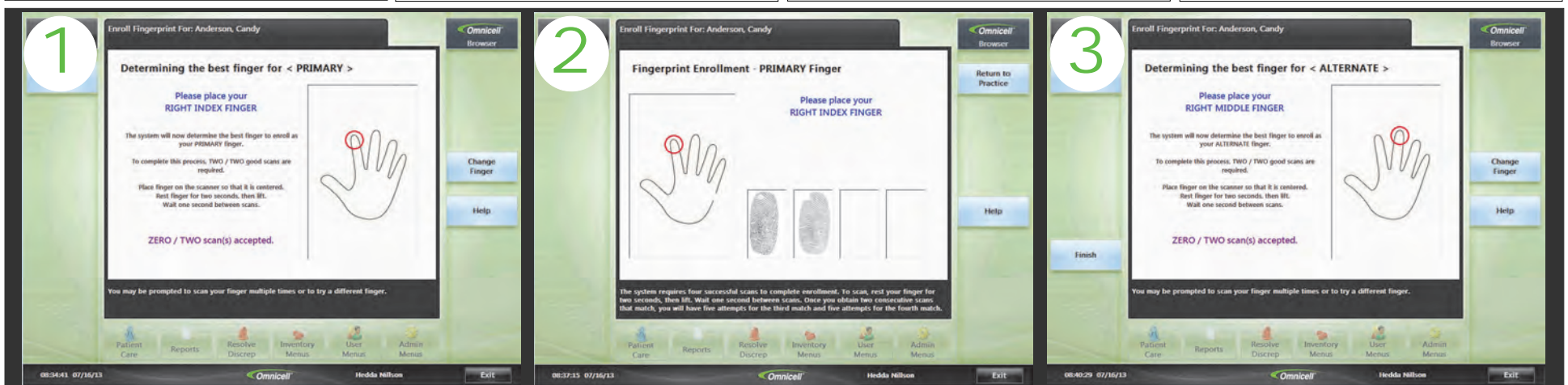
Important: If you do not press Finish, then the fingerprint enrollments will not be saved, and the user will need to enroll again.

11. Make sure the user understands their primary and alternate enrollments and where they can use them to log on.
12. Advise users to log on with their User ID and fingerprint scan or User ID and password at the beginning of each shift to get on the short list. After that, they can log on by scanning their fingerprint only. Remind users that they will need to do this at each cabinet they use since each cabinet maintains its own short list.

Determine When to Make User Exempt

Consider discontinuing the enrollment process and making the user exempt if:

- The user has tried 4 to 5 different fingers and is unable to consistently generate images on the practice screen using best practice techniques.
- User has hobbies or recent activities that have degraded finger condition.
- Enrollment has taken 10 minutes or longer.
- User has extremely dry, inelastic fingers.



Fingerprint Help

Help is available to users during enrollment, re-enrollment, and log-on tasks. The help provides tips, a video, and a fingerprint image guide. See screen 4.

- The tips are general best practice tips for ensuring a good scan.
- The video plays on a loop and shows users how to place and position their fingers on the sensor.
- The fingerprint image guides shows users samples of a good fingerprint scan and poor fingerprint scans to show them what to do to correct their scan.

Log-on Prompts



Arrows guide you to better position their fingers on the sensor. The fingerprint image on-screen should fill the window. If it does not, re-position your finger on the sensor.



Scan quality is good enough, but there is no match with this fingerprint scan. Try entering your user ID first, then scanning your fingerprint.

Clean the Sensor

- Clean the sensor on a regular basis or anytime an oily residue appears. Residue build-up can affect log-on performance.
- Abrasive cleaners should not be used to clean the sensor.
- Nylon brushes, scouring pads, abrasive cleaning fluids or powders, or steel wool should not be used to clean the sensor.
- Tissues that include lotion should not be used as this worsens a dirty sensor.
- Sanitize the sensor using a slightly damp alcohol wipe. Do not spray or saturate the sensor with alcohol.

FAQs

I am already enrolled. Why do I need to re-enroll? Touch & Go G4 supports two fingers, is easier to use, and offers better performance.

Why do I have to enroll two fingers? Enrolling two fingers is recommended but not required. Having the alternate finger allows you flexibility if for any reason you are unable to scan your primary finger.

Can I use my left hand? Yes. The system will automatically direct you to try your Right Index finger first, but you have the option to use your Left Hand. Let your Fingerprint Registrar know your preference during enrollment.

Can I use my primary and alternate fingers on any cabinet?



You can use your primary finger on any cabinet that supports fingerprint scanning. You can only use your alternate finger on Touch & Go G4 systems. Look for this symbol on the log-on screen. If you see this symbol, you can use either your primary or your alternate finger to log on.

Why do I have to practice before I enroll? The guided enrollment system is determining which finger is best for you to enroll. The better your practice scans, the better your enrollment; the better your enrollment, the better your log-on success.

Can I re-enroll on Touch & Go G3 systems? Omnicell does not recommend re-enrolling on a Touch & Go G3 cabinet if you have enrolled on a Touch & Go G4 cabinet. Your primary enrollment on Touch & Go G4 will be sent to all cabinets including Touch & Go G3.

