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## HANDPUNCH MAINTENANCE INSTRUCTIONS FOR END USERS

The Ingersoll Rand HandPunch terminals provide a robust, effective biometric clocking station that can be expected to work reliably for many thousands of clockings. However, to ensure reliable long-term performance it is essential that they are regularly checked and when necessary, basic maintenance is carried out.

### Checking HandPunch performance

On a monthly basis, or in the event of hand recognition reliability problems being noted, HandPunch terminals should be checked to ensure they are functioning at an acceptable level by performing a HandPunch calibration, as follows:

### How to Calibrate the HandPunch

- Press the *Clear* & *Enter* keys simultaneously on the HandPunch
- Display prompt will change from the Time and Date to ' \*: '
- Supervisor now enters PIN and places their hand to log on
- Display shows ' **ENTER PASSWORD** '
- Immediately press the *1* then *Enter* keys
- Display shows ' **CALIBRATE** '
- Press the *Yes* key
- Display shows ' **RECAL** '
- Press the *Yes* key
- Wait until calibration is complete and the display will show ' **CALIBRATE** ' again
- Press the *Yes* key
- The HandPunch will display three values, **R**, **C** and **E**. Note these
- Press the *Clear* key twice to return to the main screen

### Understanding the HandPunch Calibration Results

- **R** and **C** values represent the HandPunch sensor image alignment. These values should generally both be between **+2** and **-2**, with values of zero being ideal. If your HandPunch shows **R** and/or **C** values beyond the **+2/-2** limits and is suffering problems with hand recognition, please contact Egress Systems for service or replacement options.
- The **E** value represents the HandPunch sensor image quality. This value should be between **100** and **120**, 100 being ideal. If the **E** value is significantly above 100, your HandPunch may be unable to produce reliable hand images when clocking and should be thoroughly cleaned. Please see below for cleaning procedure.

### HandPunch Cleaning Procedure

It is recommended that HandPunch terminals are cleaned every 2 to 4 weeks, depending upon level of use and environment.

The HandPunch elements shown below should be gently but thoroughly cleaned with a non-abrasive computer screen or glass cleaner, and dried/polished using a soft lint-free cloth until all visible dirt, smears and other marks have been removed.

**NOTE:** Under no circumstances should cleaning fluid should be sprayed directly onto the HandPunch.

