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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 and 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 down.
- 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 down image lens cover, side image lens cover, side image back plate and platen back plate (indicated 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 be sprayed directly onto the HandPunch.

