HandPunch® *4000*

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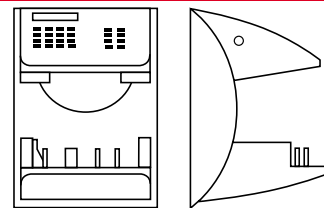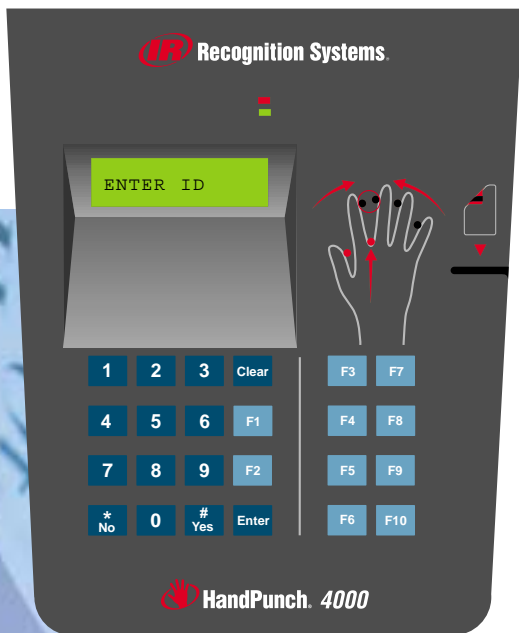
A cost-saving, easy-to-use solution
With the HandPunch 4000, your hand is your badge. The cost of creating and administering badges is eliminated along with buddy punching. The system ensures payroll accuracy by simply requiring each employee to be there to punch. The terminal is fast and easy for anyone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

ENTER ID

1	2	3	Clear		F3	F7
4	5	6	F1		F4	F8
7	8	9	F2		F5	F9
*No	0	#Yes	Enter		F6	F10

HandPunch® 4000

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	7680 transactions
ID Number Length	1 to 10 digits
Communications	RS-485 (4 wire) Multiple terminal networking supported RS-232 Serial Printer Support
Baud Rate	1200 - 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
Internal 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 MD-500 EN-200 EM-805 DC-102	Operational Battery Backup High Speed Internal Modem Ethernet Communications Module Memory Expansion to 3,498 Users Data Converter (RS232 to RS485)

Specifications subject to change
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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

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.

Recognition Systems®