



# HandPunch® 4000

Biometric time and  
attendance terminal



## Overview

### Full function time and attendance ... at the palm of your hand

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 Schlage'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.

## 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 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 sequence 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 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 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. HandPunch® is a registered trademark of Schlage.

## Specifications

Part number	HP-4000
Size (W x H x D)	8.85 in x 11.65 in x 8.55 in (22.3 cm x 29.6 cm x 21.7 cm)
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 to 60 °C) Relative humidity: 5% to 85% NC
Verification time	Less than one second
Memory retention	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
User record size	77 bytes
Communications	RS-485 (4 wire) RS-232 serial printer support or PC communication
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 <b>Supports</b> <ul style="list-style-type: none"><li>▪ Validation tables</li><li>▪ Employee information fields, 24 max</li><li>▪ Multi-level prompting</li><li>▪ Key restriction by employee</li><li>▪ Decision menus</li><li>▪ Punch review</li></ul>
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)
Time zones	60 user definable time zones
Options	<b>BB-250</b> - Operational battery backup <b>DC-102</b> - Data converter (RS-232 to RS-485) <b>EM-805</b> - Memory expansion - 3,498 users <b>EN-200</b> - Ethernet communications module <b>MD-500</b> - Internal 14,4 baud dial-up modem <b>WAR-EXT</b> - 1 year extended warranty