

## Fingerprint Enrollment Quick Reference

### 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 them not to press too hard or too soft. The help screen shows four examples to guide them on finger placement and pressure.
- Consider discontinuing the enrollment process and making the user fingerprint exempt if the user has tried all six fingers in the fingerprint guided practice screen.

### Understanding Guided Enrollment

Guided enrollment is a two-part process:


**Part I:** The system prompts the user for practice scans to assess the most suitable finger to enroll following a set order. The system must detect 2 quality scans to accept the finger. Users may be asked to scan their finger multiple times or to try a different finger. Advise users to follow on-screen prompts.

**Finger Order:** Right Index, Right Middle, Right Thumb, Left Index, Left Middle, Left Thumb. Pinky and Ring fingers are not used.

**Part II:** Once the system finds a suitable finger to enroll, then the user will be taken to the enrollment screen. To complete enrollment, 4 quality scans are required. Once enrollment is complete for the primary finger, the user advances directly to enrollment of the alternate finger. Omnicell recommends enrolling an alternate finger, but users may bypass this option. Follow hospital policy.

### Enroll Users' Fingerprints

The initial fingerprint enrollment process requires two people: the registrar and the user being enrolled. Contact your system administrator if you require registrar privileges.

1. Start with a clean sensor. Wipe the sensor with a moist towelette or alcohol wipes. Do not use an abrasive cleaner or tape.
  2. [Fingerprint Registrar] Log on. Press User Menu; press Add User Fingerprint.
  3. Have the user enter their user ID and password.
  4. Have the user review the instructions and watch the video on screen, then press Next.  
**Note:** The Enter key on the keyboard is disabled while on the guided enrollment screens.
  5. Follow on-screen prompts to complete guided enrollment. Make sure the user is placing the actual finger that the system requests.
    - Press Change Finger if user prefers to select a different finger to enroll.
    - Press Use Left Hand if user prefers to enroll fingers on their left hand.
    - Press Help if user needs additional help.
  6. Once enrollment for the primary finger is complete, press Next. Repeat the process for guided enrollment of alternate finger. If you do not wish to proceed with enrollment of an alternate finger, press Finish on the Determining the best finger for <Alternate> screen. Enrollment of the primary finger will be saved. The user can enroll an alternate finger at a later time.
  7. **Once enrollment is complete, press Finish. If you do not press Finish, then the user's enrollment will not be saved, and you will need to start over.**
-  **NOTE:** Inform users that their primary finger can be used at any cabinet that supports fingerprint scanning. The alternate finger can only be used on Touch & Go G4 systems. Look for this symbol on the log-on screen. This symbol tells you that this cabinet supports the use of either your primary or alternate finger to log on. If you do not see this symbol on a cabinet that supports fingerprint scanning, then use your primary finger to log on.
8. Advise users to log on with user ID/fingerprint scan or user ID/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.
  9. Press Exit to conclude.

## 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 fingers.

### 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?

Omniceil 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.

## 1 PREPARE

Start with clean sensors. You can use moist towelettes or alcohol wipes. Do not use abrasive cleaner or tape.

## 2 ENROLL

Complete guided enrollment. Assess best finger (2 scans min). Enroll (4 scans min). Repeat for alternate finger.



## 3 VERIFY

Make sure users can log on successfully with both primary and alternate fingers.

