Fingerprint Enrollment Guide

Omnicell®
Quick Reference

Enrollment Basics

- Average enrollment time takes 2 minutes.
- Instruct users to center their finger flat on the sensor.
- Instruct users not to press too hard or too soft.

Enroll User's Fingerprints

To enroll fingerprints, fingerprint registrar permissions are required.

1. Log on to the cabinet.
2. From the **Main Menu**, Select **User Menus**.
3. Select **Add User Fingerprint**.
4. User enrolling fingerprint will log-on using **User ID** and password.
5. Review the on-screen instructions and video with the user enrolling fingerprint, select **Next**.
6. The user will place their right index finger on the sensor, following the prompts. The user will press and lift their finger to **capture the two quality scans required to move on to enrollment**. See screen 1.
7. The user will then place the requested finger on the sensor following the on-screen prompts. **Four scans are required for enrollment.** See screen 2.

8. Select **Next** to acknowledge enrollment scans.
9. Continue with enrollment of the user's alternate finger (recommended) or Select **Finish** to save and complete enrollment of the user's primary finger.
10. Acknowledge final enrollment conformation. Select **Finish** to save enrollments. See screen 3.

    Important: If you do not select **Finish**, the fingerprint enrollments, will not be saved, requiring the user to enroll fingerprints again.
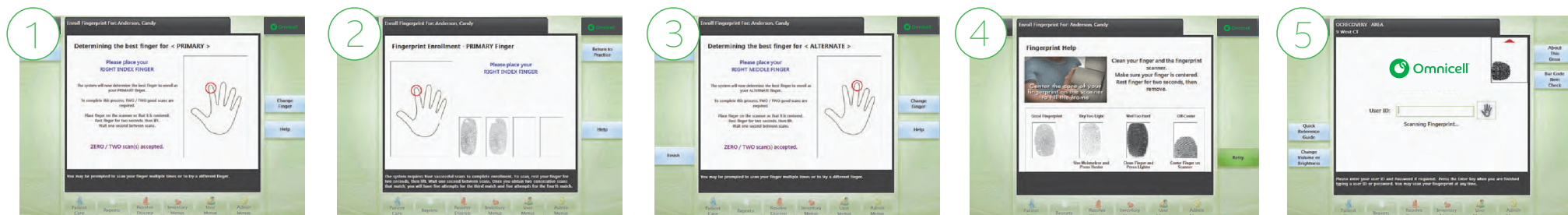
11. Users will log on with their **User ID** and fingerprint at the beginning of each shift. This activates the cabinet short list permitting log on using their fingerprint only.

    Important: Users will need to log on at each cabinet they utilize at the beginning of their shift to activate the short list for that cabinet

Determine When to Make User Exempt

Consider discontinuing the enrollment process and making the user exempt if:

- The user has tried 4 to 5 different fingers and is unable to consistently generate images on the practice screen.
- User has hobbies or recent activities that have degraded finger condition.
- Enrollment has taken 10 minutes or longer.
- User has extremely dry, inelastic fingers.

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Fingerprint Help

Help is available to users during enrollment, re-enrollment, and log-on tasks. See screen 4.

- The tips are best practices for successful scans.
- The video shows users how to place and position their fingers on the sensor.
- The fingerprint image guide illustrates samples of good and poor fingerprint scans, as well as corrective actions for scanning

Log-on Prompts

 Arrows serve as guides for finger positioning on the sensor. The fingerprint image on-screen should fill the window. If it does not, re-position your finger on the sensor.

 Scan quality is sufficient, but there is no match to this fingerprint scan. Try entering your user ID first, then scanning your fingerprint.

Clean the Sensor

- Clean the sensor on a regular basis or anytime an oily residue appears. Residue build-up can affect log-on performance.
- Abrasive cleaners should not be used to clean the sensor.
- Nylon brushes, scouring pads, abrasive cleaning fluids, powders, or steel wool should not be used to clean the sensor.
- Tissues that include lotion should not be used.
- Sanitize the sensor using a slightly damp alcohol wipe. Do not spray or saturate the sensor with alcohol.

FAQs

Why do I have to enroll two fingers?

Enrolling two fingers is recommended but not required. Having an alternate finger allows you flexibility if for any reason you are unable to scan your primary finger.

Can I use my left hand?

Yes. The system will automatically direct you to your Right Index finger first. You will 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 or alternate finger on any cabinet that supports fingerprint scanning. 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 helps determine which finger is best for enrollment.