

Fingerprint readers are a secure method of logging into PostalMate, POS, Security and the Time Clock.

Supported Model: **Digital Persona 4500** fingerprint reader.

Visit www.olsonives.com for ordering information.



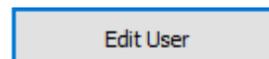
Install the driver

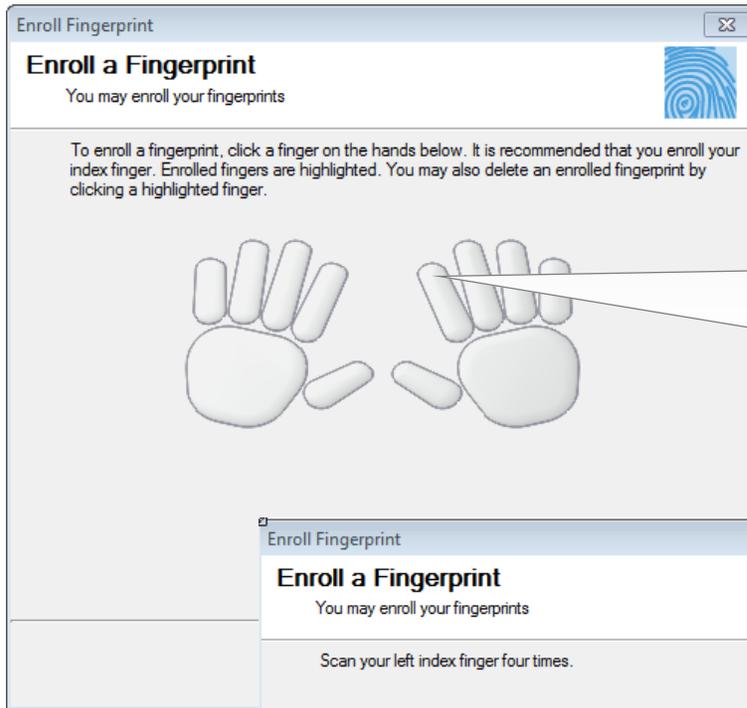
The driver can be installed in PM Utilities. (driver needs to be installed on each computer where you will be using the fingerprint reader).

1. Exit **PostalMate** and **POS** and open **PM Utilities (Windows Start > PostalMate > PM Utilities)**.
2. Do not plug in the fingerprint device yet.
3. Choose **Tools > Fingerprint Device Settings**.
4. Click "Driver download".
5. Run the "Setup.msi".
6. Follow the on-screen instructions to complete the installation.
7. You must re-start your computer after the install is complete.
8. Once the computer has re-started, you may plug in the fingerprint reader.

Enroll User Fingerprints

1. In **PM Utilities**, choose **Edit User** from the main screen.
2. Choose to **Add** a new user, or **Edit** an existing user.
3. Choose **Enroll/verify fingerprint(s)**.
4. Choose **Enroll**.

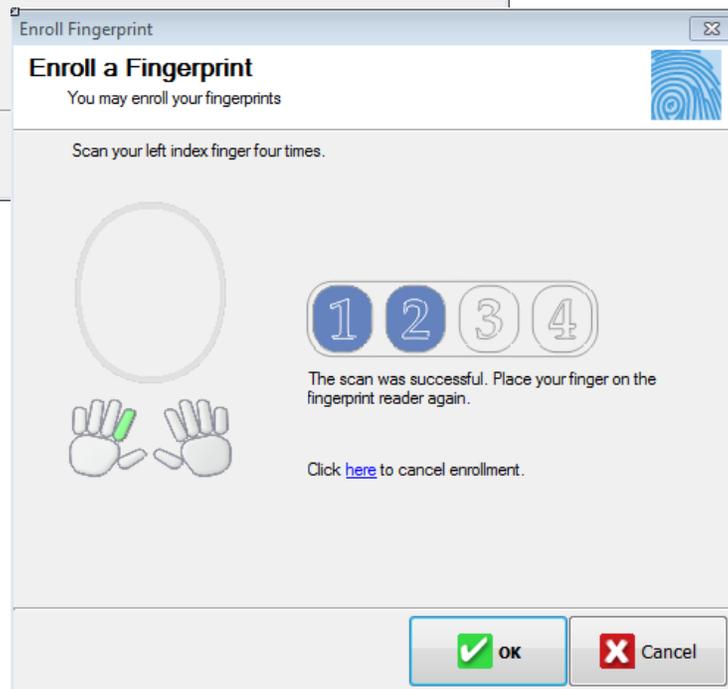




Click on the image for which you wish to enroll a fingerprint.

Place your finger (the same finger that was selected) on the fingerprint reader. You'll get a message if the scan was successful. Repeat the same finger 4 times.

You may enroll up to 3 fingers. (More than one fingerprint is recommended: This allows another option due to cuts, band aids, etc.).

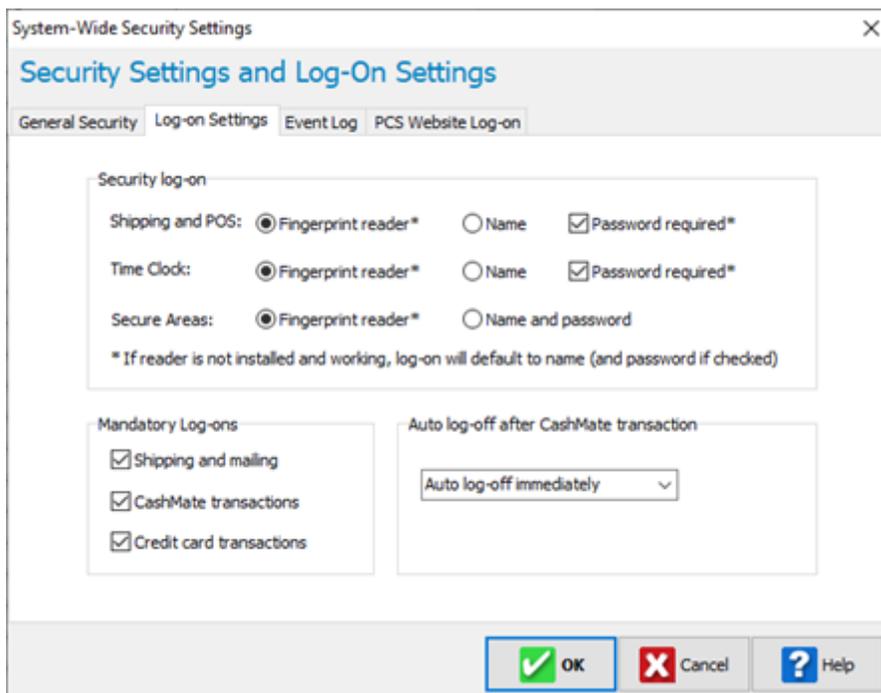


Log-on Settings

Choose how users will log-in.

1. Remain in **PM Utilities** and choose **Security Settings**.
2. Choose the **Log-on Settings** tab.
3. Choose which applications will require a fingerprint log-on.

- **PostalMate and POS:** If you require a log-on to Shipping and/or POS, make sure to checkmark the boxes below Mandatory log-on's.
- **Time Clock:** Additional setup may be required for Time Clock. See TechNote titled [Time Clock](#) for more information.
- **Secure areas:** Additional setup is required for setting up security. See TechNote titled [Setting up Security](#) for more information.



Using the fingerprint reader

Anytime a log on is required, you will see this screen:

