



Things to consider

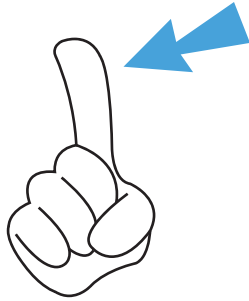
Mga Paalala

Use your index finger, if possible

Gamitin ang inyong hintuturo hangga't maari

The index finger guarantees more accurate and stable fingerprint input.

Mas angkop at sigurado ang pagkumpara ng marka ng daliri kapag hintuturo ang ginagamit.

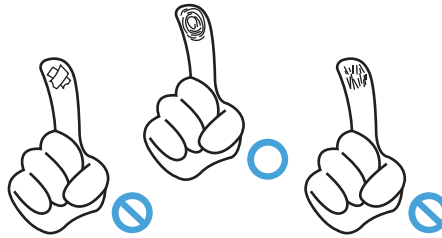


Check if your fingerprint is clean or injured

Siguraduhing ang inyong daliri ay walang bahid ng dumi at walang sugat o galos.

Fingerprints become less recognizable if these are too dry, wet, unclean/dirty or injured. Use another finger if one of these should be the case.

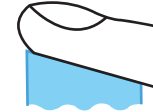
Hindi madaling basahin ang marka ng daliri kung ito ay masyadong tuyot, basa, madungis, o may galos. Kung sakali, gumamit ng ibang daliri sa pag-scan.



Proper fingerprint input methods

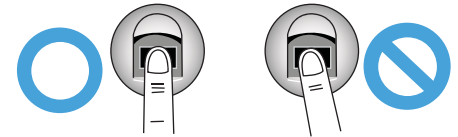
Tamang paraan ng pag-scan ng marka ng daliri

Place your index finger on the scanning window. Ilapat ng maigi ang hintuturo sa ibabaw ng scanning window.



Make sure the center of your finger touches the window.

Siguraduhing nakalinaya ang iyong daliri ng tama sa scanning window.



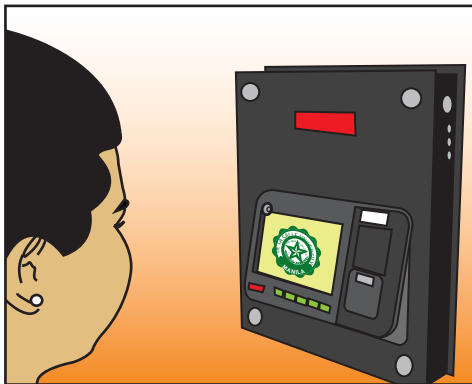
How to Login/Logout

Paano mag-login/logout

1. Position yourself in front of the biometric device. Locate the camera found on the upper left corner of the device.

Tumayo sa harap ng aparatong pang-Biometric.

Hanapin ang kamera sa bandang itaas sa kaliwang bahagi ng aparato.



2. For Agency Staffers and Contractual personnel only

Para sa mga empleyado ng ahensiya at kontraktuwal lamang

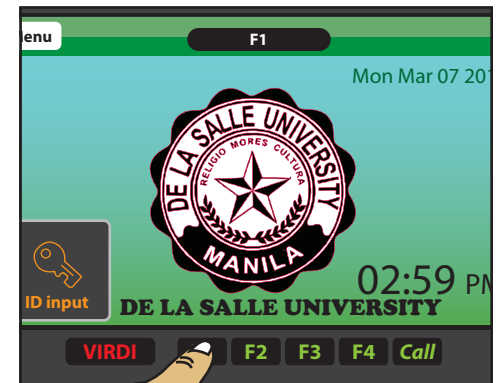
Refer to the table below. Press function key for desired function on Biometric device.

Pindutin ang naaangong function key sa aparato para sa function o aksiyon na nais, base sa talaan:

Key	Functions
F1	Morning IN
F2	Morning OUT
F3	Afternoon IN
F4	Afternoon OUT

Check that the correct function key is shown on the upper portion of the screen.

Siguraduhin na tama ang function key na lalabas sa gawing itaas na bahagi ng display screen.



3. While looking at the camera, place your finger on the sensor.

Habang nakatingin sa kamera, ipatong ang inyong daliri sa scanning window.

4. A recorded voice will say "You are authorized" if the login/logout was successful. An "Authorized" message will also appear on screen.

May boses na maririnig na sinasabi ang "You are authorized" kung matagumpay na nakapag-log in o log-out. Lalabas din sa display screen ang katagang "Authorized".

5. If the recorded voice says "Please try again" then retry steps 1 and 3. A "Matching failed" message will also appear on screen.

Kapag hindi nagtagumpay ang aksiyong pag-log in/ log out, may maririnig na boses na nagsasabing "Please try again." Lalabas din ang mensaheng "Matching failed" sa display screen. Kung ganito ang nangyari, ulitin ang ikauna na ikatlong hakbang.

