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March 13, 2020

RE: Coronavirus outbreak- advice on cleaning our terminals and biometric use

Our terminals can have a touch screen, a badge reader and, on some models, a biometric fingerprint sensor. These components are used by many people and should be cleaned regularly and carefully.

Cleaning should be done exclusively with a non-abrasive micro-fiber cloth and a glass cleaner containing less than 5% of alcohol. Never spray any liquid product directly onto the terminal. Put the product on the cloth and then clean the terminal with the lightly dampened cloth. Direct projection can cause irreversible damage by infiltration. We remind you that our terminals are designed for indoor use and are therefore not protected against the projection of liquids.

As with any equipment for collective use, in addition to cleaning the terminals, appropriate hygiene rules need to be observed. After using the terminal, hand washing with soap and water or a hydro-alcoholic solution is recommended.

In the context of the Coronavirus outbreak, it is important to note that:

- The use of a terminal's touch applications can be temporarily disabled by the Kelio system administrator.
- Alternatives to fingerprint biometrics exist:
 - contactless badge identification mode.

(Caution: Deactivating biometrics removes the reference fingerprint. Each employee will have to be re-enrolled to use the fingerprint again).

- Virtual clocking via Employee self-service*
- Virtual clocking via Kelio mobile*

*requires the purchase of a software option

For further information, we have detailed the procedure for changing these parameters below

Customer Service Team at Bodet

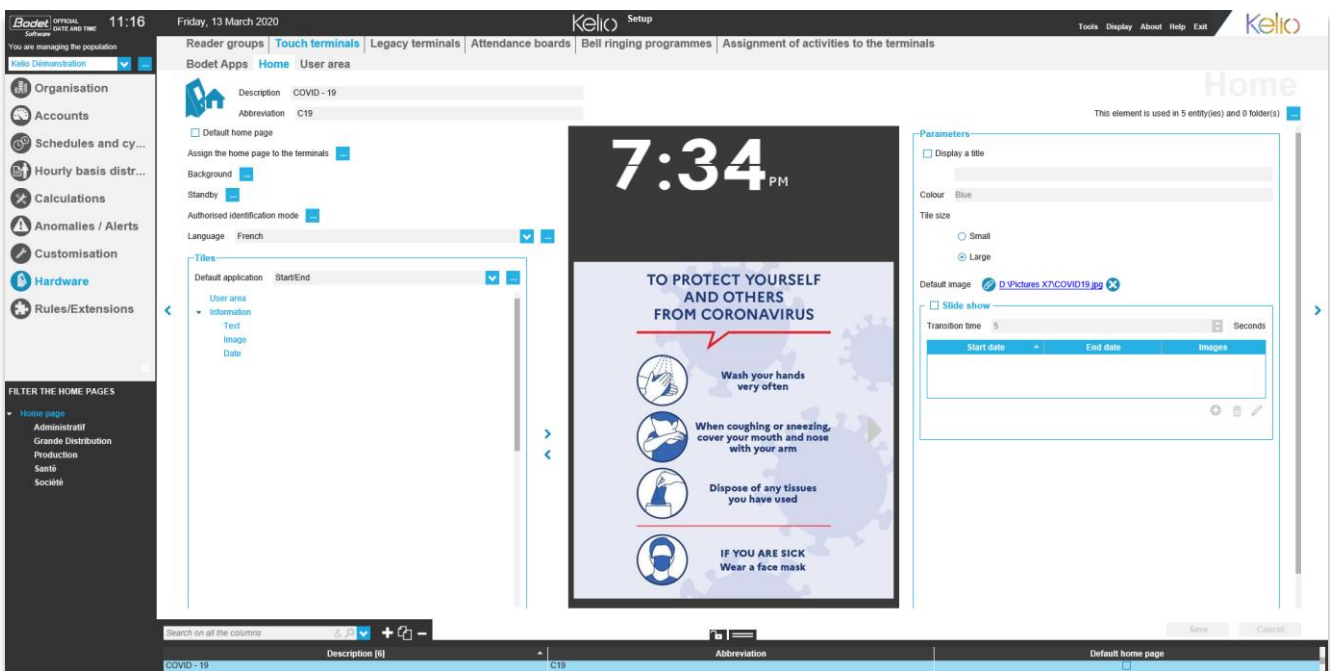
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Deactivate touch applications on terminals

To deactivate the touch applications on terminals, a new homepage without applications must be created and then assigned to the devices concerned.

In the "**KELIO - SETUP**" module, the menu TOUCH TERMINALS > HOME allows you to configure and assign the applications visible on the terminal.

It is possible to create a new home page without any application, to only display information to users.



The example above is a large tile image of barrier gestures.

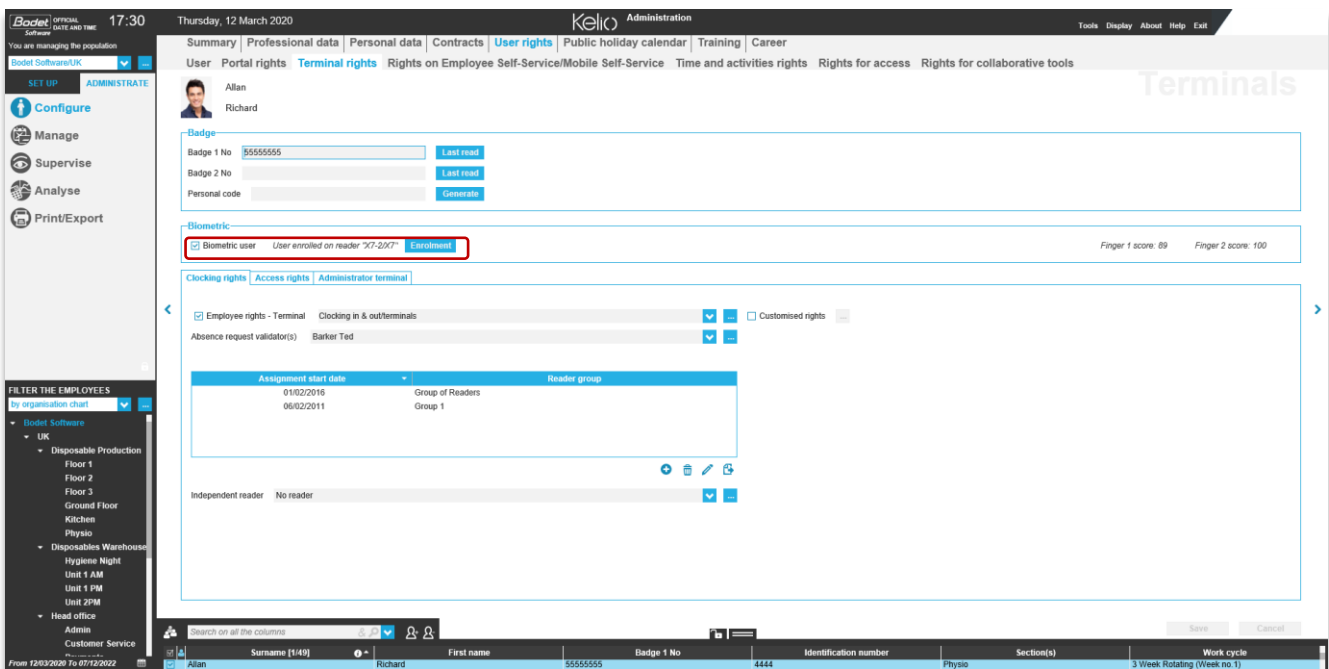
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Deactivate the biometric identification mode for employees

The biometric identification mode can be deactivated in the employee file and can be performed individually or collectively.

In the “**TIME & ACTIVITIES**” module, the **CONFIGURE > USER RIGHTS > TERMINAL RIGHTS** menu allows the **BIOMETRIC USER** option to be deactivated. It is then possible to use a badge by entering a badge number and thus configure a contactless identification mode.

!/! Caution: disabling the **BIOMETRIC USER** option will delete the reference fingerprints. At a later date, when reactivating this function, each employee will have to be re-enrolled a new reference fingerprint.



The screenshot displays the 'Terminals' configuration page in the Bodet Software Administration interface. The page is for an employee named Allan Richard. The 'Biometric' section is highlighted with a red box, showing the 'Biometric user' checkbox checked and the 'Enrollment' button. The 'Assignment start date' table shows two entries: 01/02/2016 for 'Group of Readers' and 06/02/2011 for 'Group 1'.

Assignment start date	Reader group
01/02/2016	Group of Readers
06/02/2011	Group 1