

HandPunch Employee Enrollment Procedure

With Nobody Enrolled

Press **Enter** then **Clear** within Approximately 1 second

Enter enrollment menu password (4), press enter

IMPORTANT – The first person enrolled must be enrolled as a supervisor, NOT an employee

With At Least One Supervisor Enrolled

Press **Enter** then **Clear** within Approximately 1 second

Enter your (Supervisor) ID number, press enter

Place your (Supervisor) hand for verification

Enter enrollment menu password (4), press enter

Using the Yes(#) and NO(*) keys, select whether you want to add an Employee, a Supervisor, or Remove a user. The Yes(#) key will select the menu item, the NO(*) key will move you to the next menu item. If you continually press the NO(*) key, the 3 menu options will repeat.

If you select YES(#) to add an employee or supervisor, you will be prompted to input an ID number. This is the ID number that the employee/supervisor will use to punch in/out at the clock. Type the employee's ID number, press enter. The clock will prompt the employee to place/remove his/her hand from the clock 3 times. The hand should be inserted flat and against the pegs, with the fingers gently squeezed together against the pegs. The indicator lights will go off when the hand is placed properly. Once the user is verified, the clock will display "User Enrolled". You may then continue to add users or press Clear to return to the main screen.

On certain screens, the clock may "time out" if there is no activity. It will return to the main screen and you will have to start from the beginning of the process.

Note:

When an employee punches in/out at the clock and the punch is accepted, a score will be shown on the display. This score reflects how accurately the user places his/her hand. Scores will vary, typically ranging from 10-50, with 0 being a perfect placement.