

Biometric Time Clock Enrollment

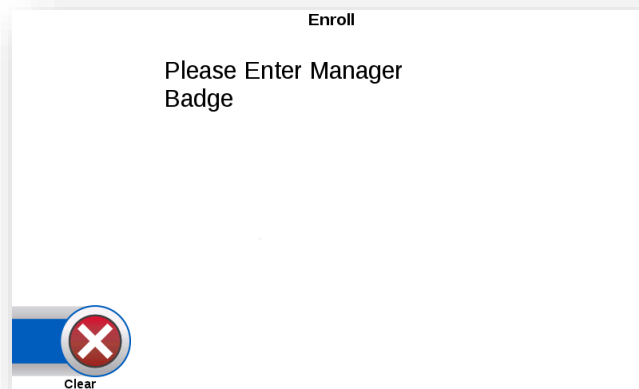
MANAGER Biometric Enrollment:

Before enrolling (registering) Employees at the clock, the site managers must enroll (register) themselves first. Please use the following steps to enroll a manager:

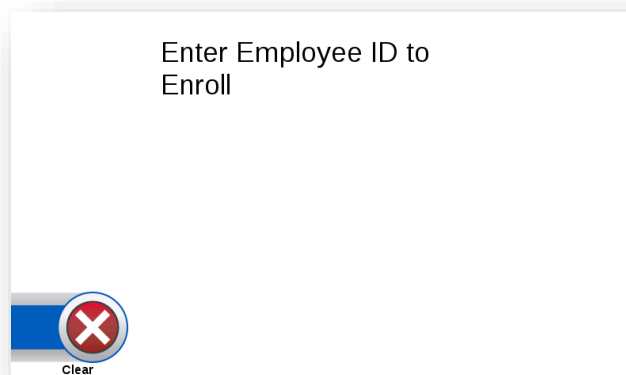
- Press the **Settings** touch screen button and then the **Enroll** touch screen button.



- When prompted to Enter Number, Enter the **Manager's** Employee ID Number and then press Enter.

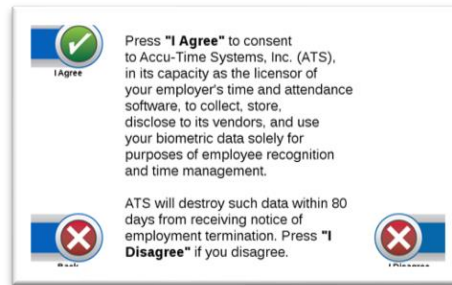


- Since the **Manager** is not enrolled (registered) on the clock, it will ask the **Manager to** "Enter ID Number to Enroll" **Enter the Manager's Employee Number and then press Enter.**

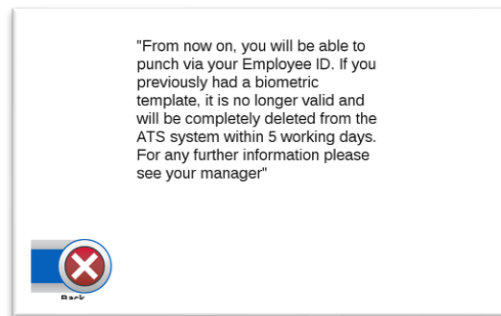


A biometric consent message will appear on the screen that the employee can agree or disagree to, in regards to enrolling their fingerprint on the clocks. This message appears before the employee is normally prompted to place their finger for enrollment.

- The Biometric Consent Message will be displayed on the clock:



- If the Employee selects "I Agree", the biometric enrollment process will continue.
- If the Employee selects "I Disagree", the biometric enrollment process will stop, and this message will be displayed. The employee will not be able to use the clock.

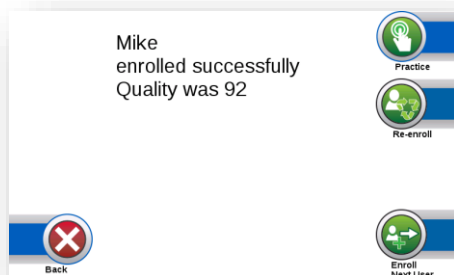


- After entering the number, please press Enter. The Manager will be asked to place their finger to scan.
- Place one Manager finger on the Scanner. This will only need to be done one time at ANY clock.



- Wait for the scan to complete.
- The **Manager** will receive a "<Manager> enrolled successfully" message*. Once enrolled you have the options to **Practice** the enrollment process, **Re-enroll** the finger enrollment, or **Enroll Next User** which allows you to enroll a new Employee.

*The Quality score should be above 50, if not please Re-enroll with another finger. You can enroll any finger but **MUST** always use the finger that is successfully enrolled.



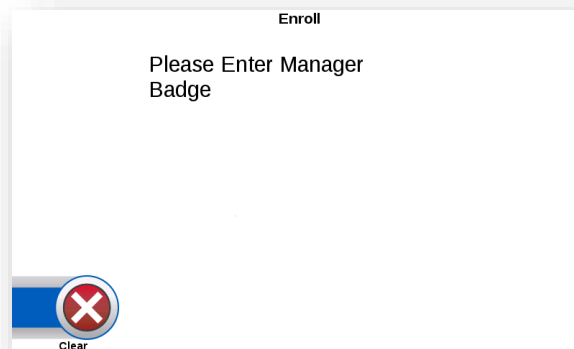
EMPLOYEE Biometric Enrollment:

When a site manager wants to enroll (register) an Employee to the clock, the site manager will FIRST need to enroll themselves using the steps above. To enroll the Employee, please use the following steps below.

- Press the **Settings** touch screen button and then the **Enroll** touch screen button.



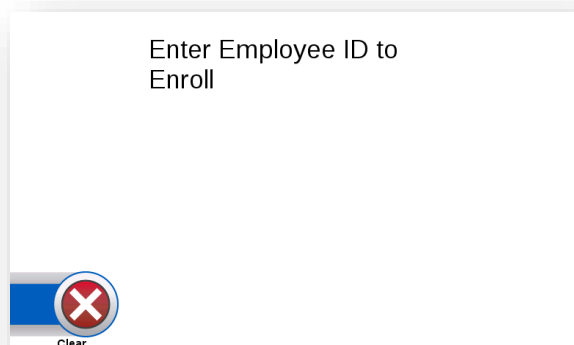
- When prompted to Enter Manager Badge, **Enter the Manager's Employee ID** and then press Enter.



- The **Manager** will be asked to place their finger to verify that they are in fact the correct person who keyed in their Employee ID from the step above.

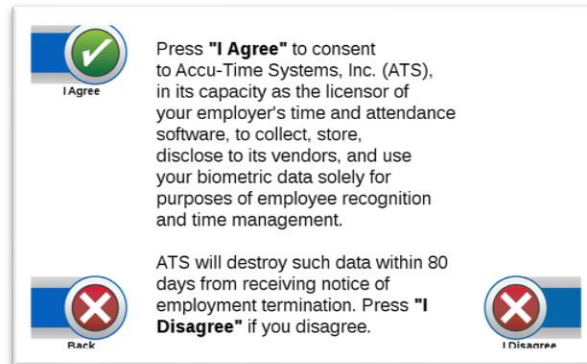


- Next, Enter the Employee ID for the **Employee** who is being enrolled and then press Enter.

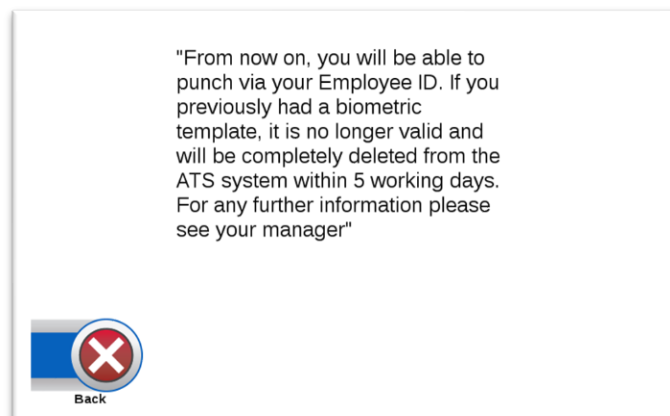


A biometric consent message will appear on the screen that the employee can agree or disagree to, in regards to enrolling their fingerprint on the clocks. This message appears before the employee is normally prompted to place their finger for enrollment.

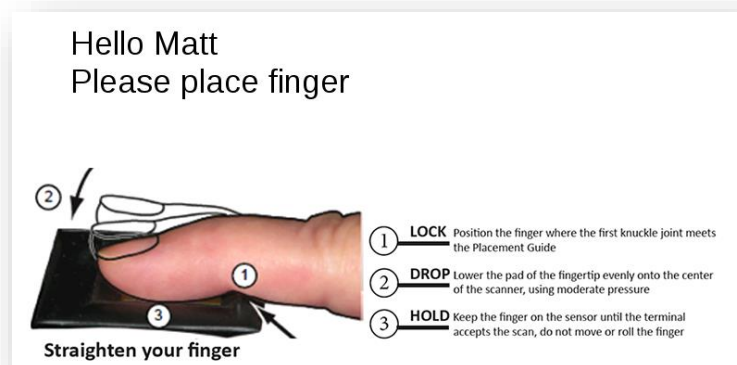
- The Biometric Consent Message will be displayed on the clock:



- If the Employee selects "I Agree", the biometric enrollment process will continue.
 - If the Employee selects "I Disagree", the biometric enrollment process will stop, and this message will be displayed. The employee will not be able to use the clock.



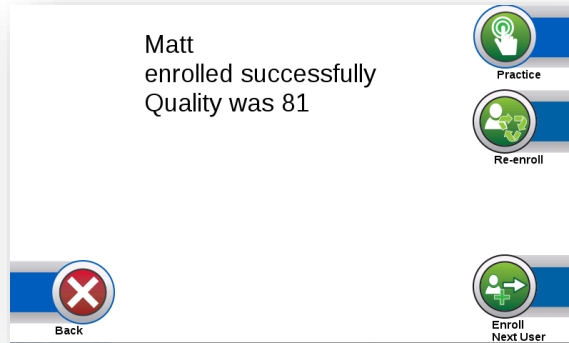
- Place one **Employee** finger on the Scanner.



- Wait for the scan to complete.

- The **Employee** will receive a “<Employee> enrolled successfully” message*. Once enrolled you have the options to **Practice** the enrollment process, **Re-enroll** the finger enrollment, or **Enroll Next User** which allows you to enroll a new Employee.

*The Quality score should be above 50, if not please Re-enroll with another finger. You can enroll any finger but **MUST** always use the finger that is successfully enrolled.



- You can press the Back button to escape.