

How To: Employee Handpunch Enrollment

*Directions for supervisors in the clock to enroll employees
for F Series*



Push **Clear** and **Enter** button at exactly the same time.

At Enter ID Prompt, type in Supervisor PIN.
Place hand when prompted, if hand scans successfully,
Password prompt will come up.

Hit 4, enter,
The add employee prompt will come up, hit the button that says yes (Have the employees there that you want to enroll with you) and it will prompt you for that employees PIN or ID (This number should match the Badge # in AE or AoD)

Type the PIN for that employee and then the clock will prompt the employee to place their hand, then remove, then place, then remove, then place, then remove (3 times).

After 3, they should be enrolled, although it may prompt a fourth time to verify, they would have to place their hand once more.

Then it should go back to asking if you want to add another employee. If you are enrolling multiple people at the same time, Press yes and repeat the steps above. If you are done, you can press clear to get out of the enroll menu.