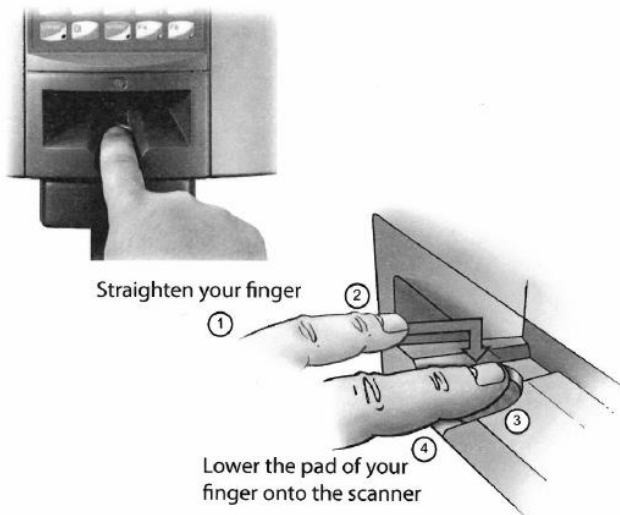


HOW TO ENROLL EMPLOYEE IN BIOMETRIC CLOCK

Using the finger scanner correctly

1. Straighten your finger
2. Move your finger above the scanner
3. Keep your finger straight and lower the pad of your finger evenly onto the center of the finger scanner. User moderate pressure. Cover the blue light.
4. Keep your finger on the sensor until the terminal accepts the finger scan. Do not move or roll your finger.



To enroll an employee at the clock:

1. Press the MGR/BIO FUNC button in the lower right-hand corner of the clock's keypad
2. Enter in your Supervisor PIN and press enter.
3. Enter in your Supervisor PIN **again** and press enter.
4. Press 1 to enroll.
5. Press 1 **again** for Standard Quality. (If the fingerprint quality is not readable at this level, select 2 for Low quality.)
6. Have the Employee enter their personal PIN, and press enter.
7. Follow the prompts to place the first and second fingers on fingerprint reader.