

HandPunch Initial Setup & Enrollment Instructions

Before you start: How to Install clock

- Install clock so bottom of clock is 40 inches above the ground at waist height
 - Connect phone cable to clock port labeled "Modem" & connect other end to phone jack
- Plug in reader to standard power outlet (110/120 Volts), 4 ft cable provided (Don't hard wire)
- Set Time and Date at clock by calling Support at Ph# 718-784-4900
- Activate clock by calling Support at Ph# 718-784-4900
- Once all employees enrolled call HQ Office to update

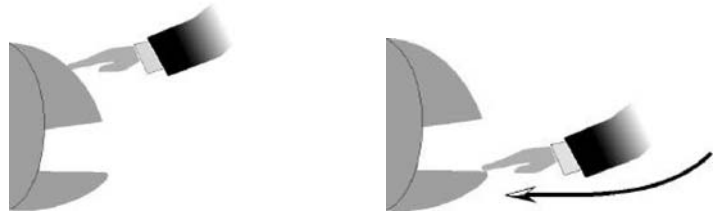
Enroll yourself as Supervisor

- To get entry to menus, press: **Clear** and **Enter**
- Enter password followed by # key: **4#**
- To enroll Supervisor press(*) to skip add employee:
Press *
- Enroll Supervisor: Press #
- Enter the supervisor ID, followed by the Enter key: **XXX** then **Enter**
- Place Hand 1/3 (remove hand)
- Place Hand 2/3 (remove hand)
- Place Hand 3/3 (remove hand)
- The supervisor is now enrolled



Enroll your employees

- To get entry to password level Press: **Clear** and **Enter**
- Enter your Supervisor ID, followed by the Enter key: **XXX** then **Enter**
- Place your hand for verification
- Enter password followed by # key: **4#**
- Enroll Employee: Press #
- Enter the Employee ID, followed by the Enter key: **XXX** then **Enter**
- Place Hand 1/3 (remove hand)
- Place Hand 2/3 (remove hand)
- Place Hand 3/3 (remove hand)
- The employee is now enrolled



Demonstrating Tips To Ensure Best Enrollment

- Demonstrate how an employee would punch prior to enrolling them
 - This allows the person to see how the hand is placed into the reader correctly
- Repeat employee's unique pin number to them before they try to punch
- There are green & red indicator lights on clock to highlight if punch was recorded successful
- The score that appears after a punch indicates the accuracy of hand placement (0 = Perfect)