

## Step – By – Step Enrollment Process on the terminal

These are the only required steps to enroll on the remote data terminal. Please refer to the Other Configurations section for additional settings that can be set on the remote data terminal.

1. When the terminal is at the main menu displaying the title and available clock operations, **press F1** on the keypad.
2. Then a Maintenance Menu will appear with the options for **1. Users, 2. Device, 3. Test**
3. **Press 1 for Users.**
4. **Press 1 to Enroll.**
5. **Press 1 to Enroll Individual.**
6. Or **press 2 to Enroll Manager.**

### If enrolling an individual:

7. After selecting to enroll individual, enter in the **employee ID number** and press the **Yes/Enter button**.
8. A confirmation screen confirming your employee name will appear. Press **Yes/Enter** if this is the correct name.
9. Select which of your 5 fingers you want to enroll as print number 1.
10. Watch the display on the terminal for instructions. To enroll you will be required to **place your finger on the finger reader two or three different times to obtain a valid fingerprint.**
11. Once the enrollment procedure is complete the employee can perform clock operations.

### If enrolling a manager:

12. Specify which Manager you are in the Manager To Enroll menu. When enrolling a manager you are asked to confirm which manager (user) you are. Click the **Clock Out** button to go to the **Next manager** in the list, or click the **Clock In** button to go to the **Previous manager** in the list.
13. Select which of your 5 fingers you want to enroll as print number 1.
14. Watch the display on the terminal for instructions. To enroll you will be required to **place your finger on the finger reader two or three different times to obtain a valid fingerprint.**
15. Once the enrollment procedure is complete the manager can authorize clock restrictions.

### Troubleshooting the enrollment process:

- Pay special attention to your fingerprint position on the sensor. You want to make sure the fingerprint images captured are properly centered with even pressure applied and minimal rotation. For example: the same pressure should be used as if pressing a button on a telephone.
- Make sure to have clean fingers when enrolling.
- If you have a damaged area to a fingerprint we recommend enrolling a different finger.